

# Trainer / Proctor



**Short Description:** PT AmeriCorps Member – Course Instructor / Teacher – 1-Year Term

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**Working Title:** AmeriCorps Trainer / Proctor

**Term:** Part Time/25 hours per week, Temporary (1 Year) - (August 1, 2017 - July 31, 2018)

## **Member / Position Summary:**

As an AmeriCorps Member serving at Goodwill Industries – Big Bend, Inc. you will gain life experience, valuable skills, and enhance your resume while giving back to your community.

As a key member of our team, the Trainer / Proctor works directly and indirectly with clients, helping to further Goodwill's mission of removing barriers to employment through job placement, counseling, and career training services provided to the local community by:

- Assessing clients for skill needs and employment barriers
- Providing or refer client resources for obtaining employment and self-sufficiency
- Planning and presenting one-on-one and group learning sessions
- Teaching, proctoring, and mentoring clients in any area of learning provided by Goodwill (i.e. Computer Skills, GED Prep, QuickBooks; Certified Nursing Training, Hospitality, Money Sense, Business Sense, etc.)
- Developing new course materials and designing e-courses
- Researching prospective programs and improvement ideas
- Providing timely and accurate data entry and record keeping

You will work part-time in our local office, and will occasionally attend off-site meetings and events.

**Program Benefits:** Valuable skills for your resume, Small Living Allowance / Stipend, Education award upon successful completion of service

**Needed Skills:** Leadership, Organized, Outgoing Personality, Excellent Computer Proficiency, Good Presentation and Group Speaking Skills, and Ability to Work with Diverse Populations

**Must be 17+ to apply. Must be able to serve full one year term working during normal business hours. Working toward or having completed a college degree is preferred. Previous Volunteer Experience Preferred.**

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**To Apply:**

Send your resume with mention of your desired position to [jshaffer@goodwillbigbend.com](mailto:jshaffer@goodwillbigbend.com)

For more information call 850-522-3900, Ext 208.