



**TITLE:** Pathways to Careers Initiative Volunteer

**REPORTS TO:** Supervisor of Workforce Initiatives and/or Youth & Workforce Development Specialist

**EMPLOYMENT STATUS:** Volunteer

**BACKGROUND:** Our Piece of the Pie® (OPP®) is a nonprofit dedicated to helping 14 to 24 year-old urban youth become economically independent adults. OPP's unique model is centered around the personal and consistent relationship developed between each youth and a caring, committed adult staff member which helps youth overcome barriers, access support services within the best practices of Youth Development, Academics, and Job Readiness, and to achieve the goals of high school graduation, a postsecondary credential and meaningful employment. Founded in 1975, OPP provided community- and high school-based programs to 1,700+ young people in Connecticut last year. For more information, visit [www.OPP.org](http://www.OPP.org).

The Pathways to Careers Initiative is a postsecondary-to-career pipeline program, supporting youth as they complete a postsecondary credential, paid internship, and find permanent employment in high-need fields like advanced manufacturing, allied health, and culinary.

**SUMMARY OF POSITION:**

The Pathways to Careers team is looking for a volunteer who is interested in working in an exciting and fast pace environment, locating local programs and services that could support youth for their developmental and personal needs. Includes assisting in the upkeep of administrative work, and organization of files, intake, phone duties, and various projects.

**DESCRIPTION OF DUTIES:**

- Identify local resources to support youth such as mental health, transportation, etc.
- Flexibility and ability to work on different projects
- Attend orientation to meet staff, youth, and learn about organization
- Act as role model in interactions with community members, youth, and staff in accordance to OPP values
- Follow personnel policies of OPP

**QUALIFICATIONS:**

- Must pass a National Criminal History Record Information Check under the National Child Protection Act
- Commitment to volunteering set hours per week
- Experience with Word, Excel, PowerPoint, and etc, would be preferred