



## Job Shadowing Project Community Outreach Associate Volunteer Description

<b>Organization</b>	Red Lodge Area Community Foundation
<b>Contact Info</b>	Brooke Klaess brooke@rlacf.org 406-446-2820 <a href="http://www.rlacf.org">www.rlacf.org</a> <a href="http://www.carboncountyjobs.org">www.carboncountyjobs.org</a>
<b>Title Position</b>	<b>Job Shadowing Project Community Outreach Associate</b>
<b>Brief Description</b>	<ul style="list-style-type: none"> <li>• Look up job in Red Lodge that students might be interested in Job shadowing (trade focus)</li> <li>• Conduct outreach to employers by email, phone, or in person.</li> <li>• Create list of Job shadow opportunity descriptions</li> <li>• Help set up Job-shadowing with high school and employer of Job</li> </ul>
<b>Time, Place, Duration</b>	<ul style="list-style-type: none"> <li>• Flexible schedule</li> <li>• Can do at home or preferably Red Lodge Area Community Foundation.</li> <li>• Long-term commitment</li> <li>• Must be able to volunteer at least 1 hour a week</li> </ul>
<b>Qualifications/Interests</b>	<ul style="list-style-type: none"> <li>• Ability to work independently</li> <li>• Knowledge of Community and Jobs in Red Lodge</li> <li>• Must be comfortable contacting businesses via phone, email, or in person.</li> <li>• Quick learner</li> </ul>
<b>Training and Orientation</b>	Volunteer will be trained by an individual with knowledge of the procedure for outreaching businesses and Job-shadowing project with the High School.

<b>Organization Details</b>	The Red Lodge Area Community Foundation builds community and connects people by catalyzing change and sharing resources to build a strong, vibrant, resilient, inclusive community.
<b>Why is this important?</b>	Your effort will help high school youth explore career path they might not of been aware of or areas of their interest. You will also be connecting youth to community members who could help them with their futures. You will also be helping future the Job-shadowing program that could lead to a youth internship program.