

Loudoun Workforce Resource Center

Volunteer Position Description

- Title:** **Job Fair Support Assistant**
- Purpose/Objective:** Seeking a qualified individual to assist with on-site employer panels, Meet the Employer events and off-site career fairs, including set up and tear down.
- Location:** Locations within Loudoun County. Events may be held indoors and/or outdoors.
- Key Responsibilities:**
- Set up*
 - Set up career fair signs and balloons outside the venue entrance
 - Prepare job seeker evaluations and clipboards
 - Place a bottled water on each table and set up snacks
 - Help with any last-minute details
 - Assist with employer registration
 - Greet employers as they arrive and direct them to their table
 - Explain the following to employer representatives: snacks, bathrooms, who will be their point of contact
 - Job seeker registration*
 - Instruct job seekers to register for fair, assist as needed
 - Inform job seekers where employers are set up
 - Invite questions
 - Job seeker evaluation*
 - After job seekers have met with employers ask if they will complete an evaluation form
 - Provide clipboard, pen and evaluation form
 - Collect forms and place it in completed evaluation forms box

Tear down

- Help employers bring materials to their cars if needed
- Remove tablecloths and name tents
- Arrange tables and chairs and reset room to original set-up
- Pack up WRC table items

Time Commitment: Quarterly, typically 2 - 4 hours per event

Training/Support Provided:

- WRC Staff support and guidance

Benefits:

- A meaningful and positive impact
- Assist friends & neighbors

Supervisor: Karen McClelland – Training Coordinator

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www.loudoun.gov/wrc

Use the link below to apply for this position:
[Job Fair Support Assistant Application](#)