



## **Skills Enhancement Facilitator (Virtual)**

Through BCM Georgia's Foundation 3 program, BCM Georgia helps working families that are experiencing or are on the brink of homelessness establish a solid financial foundation. The program targets three essential areas: safe housing, stable employment, and education. While enrolled in the program, participants receive financial assistance for rent and utilities for 12 months. Participants are required to attend weekly case management, which includes career-based education, and employment services, among other case specific supports.

### **Purpose**

The volunteer will prepare and present a 45-minute presentation via Zoom to Foundation 3 families on an approved life skill topic. The volunteer must be knowledgeable on subject matter and be able to answer client questions appropriately. The volunteer serves as a trustworthy source of support, encouragement, and motivation to clients throughout the lecture.

### **Key Responsibilities:**

- Prepare a one-time group presentation to Foundation 3 clients on subject matter pertinent to family life, home responsibility, personal growth, safety, cost savings, and more
- Adhere to all program guidelines and BCM Georgia policies related to confidentiality and boundaries.

### **Requirements**

- Presentation topic must come from pre-approved list
- Experience in subject topic
- Practice presentation to Program Director prior to actual class
- Programs are scheduled Monday – Thursday in the evening
- Must be patient, empathetic, sensitive, and dependable
- Be respectful and non-judgmental
- Be familiar with conducting Zoom meetings and sharing documents (training is provided if needed)
- Ability to communicate effectively with individuals from various backgrounds
- Previous experience volunteering with low-to-moderate-income families is preferred, but not required
- Must complete BCM Georgia Volunteer 101, submit a background check and confidentiality agreement
- Review BCM Georgia Volunteer Handbook

**Time Commitment** – One-time, 1 hour long (45-minute presentation, 15-minute Q&A)

- Preparation time for 45-minute presentation
- Practice presentation for program leader
- Presentation at assigned time



### **Approved Topics**

- Time Management
- General Housekeeping
- Stress Management
- Resume and Interview Skills/Tips
- Decision Making and Problem Solving
- Communication and Interpersonal Skills. i.e., Listening Skills and Verbal and Non-verbal Communication
- Emergency Preparedness. i.e., house fire, tornado, etc.
- Couponing/Cost Effective Grocery and Household Shopping
- How to Prioritize and Triage Priorities
- Exercise and Nutrition
- Basic First Aid
- Preparing your child for school

### **Training:**

- Volunteer 101

### **Benefits:**

- Ability to engage with and support clients within Foundation 3
- Help fulfill BCM Georgia's mission of empowerment and financial stability
- Opportunity to share your expertise for the benefit of others

**To learn more about this role, please email [Volunteers@bcmgeorgia.org](mailto:Volunteers@bcmgeorgia.org).**