



POSITION VACANCY

The Central Virginia Workforce Development Board (WDB) seeks a **part-time Volunteer and Training Coordinator** to connect interested volunteers with workforce development focused opportunities for volunteer training, mentoring and special career engagement efforts. Many individuals served throughout the Virginia Career Works-Central Region need guidance and mentoring to explore viable career options through experiential and project-based learning. The Coordinator will help to recruit and train qualified volunteers; coordinate career-focused mentoring; provide training and coordinate workforce readiness programs for youth and adults.

We prefer formal education in business administration, human resources, social sciences or relevant field. Ability to work effectively with high school and college age students. (\$18 - \$20 per hour) (25 - 28 hours per week)

More information, detailed position description and application is available at <https://www.cvpdc.org/about/careers.html>.

Reply with application, resume and cover letter to hr@cvpdc.org, fax 434-845-3493 or CVPDC, 828 Main Street, 12th floor, Lynchburg, VA 24504. Position open until filled. Priority response date, August 18, 2019. Drug free environment. EOE