

# Loudoun Workforce Resource Center

## Volunteer Position Description

<b>Title:</b>	<b>Job Fair Support Assistant</b>
<b>Purpose/Objective:</b>	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.
<b>Location:</b>	Locations within Loudoun County. Events may be held indoors and/or outdoors.
<b>Key Responsibilities:</b>	<p><i>Set up</i></p> <ul style="list-style-type: none"><li>• Set up career fair signs and balloons outside the venue entrance</li><li>• Prepare job seeker evaluations and clipboards</li><li>• Place a bottled water on each table and set up snacks</li><li>• Help with any last-minute details</li><li>• Assist with employer registration</li><li>• Greet employers as they arrive and direct them to their table</li><li>• Explain the following to employer representatives: snacks, bathrooms, who will be their point of contact</li></ul> <p><i>Job seeker registration</i></p> <ul style="list-style-type: none"><li>• Instruct job seekers to register for fair, assist as needed</li><li>• Inform job seekers where employers are set up</li><li>• Invite questions</li></ul> <p><i>Job seeker evaluation</i></p> <ul style="list-style-type: none"><li>• After job seekers have met with employers ask if they will complete an evaluation form</li><li>• Provide clipboard, pen and evaluation form</li><li>• Collect forms and place it in completed evaluation forms box</li></ul>

*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

**Phone:** (703) 771-5934

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[www.loudoun.gov/wrc](http://www.loudoun.gov/wrc)

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