



**Duman Opportunity Center
Business Services Representative (BSR) Volunteer Job**

Purpose and description: The Duman Opportunity Center assists local employers recruit and hire qualified candidates who happen to have a disability. These individuals face preconceived notions that they can only conduct services of lower skilled individuals which negatively impact these individuals from achieving their employment goals. By enhancing Duman's capacity to initially speak with potential employers, more employers will experience the benefits of hiring individuals with disabilities. This achievement will then impact not only the candidates but their personal networks, allowing them to be included into new communities while achieving self-sufficiency. Most valuable of all, we hope that the volunteers will increase their understanding of the benefits of hiring this diverse population that promotes mutual social and emotional wellbeing for the employers and the candidates.

Responsibilities:

- With input from the Duman team, connect with potential Chicagoland employers via phone and/or email with the goal of arranging an initial meeting with one of Duman's BSRs.
- Coordinate findings with the Senior Director of Employment Inclusion and the Duman Opportunity Center and the Assistant Director of the Duman Opportunity Center

Location and Time Commitment:

- Volunteers are asked to commit to contacting employers either in a JCFS office or hybrid at least 4 hours per week for a period of at least 6 months.
- Contacting employers must occur during normal business hours of 9:00 am – 5:00 pm.

Traits:

- Must be 18 years old or older
- Experience with relationship building and interactions with individuals with disabilities
- Enthusiastic and encouraging towards individuals with disabilities
- Comfortable with initiating conversations
- Respectful of cultural difference and willingness to learn from a diverse population

Eligibility:

Volunteers are required to submit a volunteer application, clear a series of background checks, and participate in an interview with at least two of the following staff; the Senior Director of Employment Inclusion and The Duman Opportunity Center, Assistant Director of the Duman Opportunity Center, and the Supervisor, Community Integrated Employment.

Contact volunteers@jcfs.org with any questions.