



TALENT MANAGEMENT VOLUNTEERS & INTERNS

Ideal for those with interest in or experience with in training and development

Location: Santa Monica, CA

Schedule: Commitment requirements can be flexible depending on skillset.

ROLE DESCRIPTION Venice Family Clinic is looking for a Training Assistant / Coordinator to support our Workforce Engagement initiative. Volunteers will report directly to the Talent Manager. Time commitment can be flexible for this role, whether you would like to offer teaching a one-time class or support the program on an on-going basis. A description of some of the potential projects are listed below:

Pre-Training Assistance:

- Coordinate reminders for trainings and notification of new trainings
- Field general questions about times, dates, and locations for trainings
- Ensure website lists upcoming trainings with notification of how to enroll
- Provide copies of all the participant guides
- Order supplies/training materials as needed
- Ensure there is facilities help with room setup, audio/visual
- Assist guest lecturers/trainers to ensure needs are met

Assistance During Trainings:

- Help with sign-ins
- Field general inquiries during class (e.g., restroom locations)
- Help with classroom take-down

Post-Training Assistance:

- Help collect data on the class by typing up flipcharts created during classes
- Sending out post-training evaluations and collecting/entering results
- Developing and maintaining a training database

HOW TO APPLY

Please send a resume + cover letter that describes your fitness for this position to VFCvolunteer@mednet.ucla.edu. List the role and your name in the email title.

For more info about volunteering, please visit www.venicefamilyclinic.org/volunteers