

POSITION TITLE: Volunteer for Personal Finance Skills	
TYPE OF SERVICE: Direct or Indirect	PROGRAM: Economic Empowerment
CONNECTION TO MISSION: ReEstablish Richmond provides clients with fundamental, practical skills that equip clients to meet their economic goals and move toward financial self-sufficiency.	
LOCATION: Virtual Due to COVID-19, volunteers will not be meeting at clients' homes	TIME COMMITMENT: 1 hour weekly for up to 3 months *if you are interested in facilitating a cohort of clients with our curriculum, please speak to the program director
<p>POSITION DESCRIPTION:</p> <ul style="list-style-type: none"> • Walk clients through a survey before discussing the instructional page • Walk clients through an instructional page on a personal finance skill, includes a video, a list related vocabulary, and review questions • Support clients to accomplish their pre-determined financial goals (of the 10 financial topics in our curriculum: <i>Checking Accounts, What is Credit?, Understanding a Credit Card Offer, How to Use a Credit Card, How to Use ATMs, Electronic Payments, Ways to Save Money, Debt and Debt Management, Loans, Understanding the U.S. Tax System</i>), Understanding Your Paycheck, Buying a Car • Provide feedback on instructional pages to program director <p>RESPONSIBILITIES AND EXPECTATIONS:</p> <ul style="list-style-type: none"> ▪ Avoid offering financial support or doing tasks for the client, instead offer knowledge to support the client to make informed decisions for themselves ▪ Watch one or more videos with the client, complete the instructional page curriculum, and answer client's additional questions ▪ Report your volunteer hours weekly <p>REQUIREMENTS / QUALIFICATIONS:</p> <ul style="list-style-type: none"> ○ Experience with/understanding of personal finance skills (including opening a bank account, credit, debt, loans, saving money) ○ Willingness to work through potential language barriers ○ Ability to work one-on-one in virtual classroom instruction using platforms like Zoom, Skype, Teams, or WhatsApp <p>BENEFITS:</p> <ul style="list-style-type: none"> • Both you and our client will benefit from gaining new knowledge and planning important, long-term goals for them and/or their family • Help clients achieve ownership of a practical skill • Support of the ReEstablish Richmond staff throughout your volunteer experience 	

