Why a job club?
For most job seekers, especially those who are unemployed, finding a job is a very stressful, emotional process. Job seekers are also great job lead resources for each other because they are the ones browsing company job listings and job boards daily. A job club allows attendees to share:

- Emotional support
- Share job search experiences (interviews)
- Job leads and employer information

One customer told me that when her husband, the main source of income in their family, lost his job “it was like a bomb went off.”

Why in a library?
Most libraries have meeting room space that could accommodate a small-medium sized group. (Make sure to reserve the room in advance and check to see if it is usually available during that date and time before you decide on a day to meet regularly.)

Libraries also have lots of resources (databases, computers, books) that the job seeker can learn about and use while at the library.

What is my role?

- As facilitator your role is to provide the space and guide the structure for the meeting, not necessarily take part in/dominate the job search discussion.
- Try to avoid the urge to tell them all about library resources. This is a time for them to share their lead, experiences, and feelings. You might want to have a printed list of resources for job seekers to give to new members.
- Start the meeting by introducing yourself, stating the purpose and asking for introductions from new members.
- Initiate discussion.
- Provide any new tips or news you have found since the last meeting.
- Keep the group on topic and following the agenda.
- Adjourn the meeting on time.
- **When you have established a group that attends regularly, you can ask one of the regularly attending members to take over facilitation.**
During most of the meeting, stay quiet and let the attendees do the talking. You may even step out for a while if you feel comfortable leaving the group alone. Attendees may feel self conscious talking about some topics with a “library employee” in the room.

**What to if only one person shows up?**

Ask them if they would like to stay for an “mini tour” of the library’s databases, books and programs that can help them with their job search. (Databases)

DISCUS Databases:

- Ferguson’s Career Guidance Center
- Learning Express
- Career EBook Collection

**What if it doesn’t work?**

Publicity? How are you spreading the word?

- Make sure the Job Club info is in all of your regular PR efforts; try to get an announcement on your Web site’s home page and in your print publication.
- Create full page flyers to post in popular community gathering places (coffee shop, YMCA).
- Make ¼ sheet flyers for customers to take with them, and have them available at service desks.

Patience?

- It often takes a while to get the word out. The first few weeks are usually going to have low attendance.

**What if it really doesn’t work?**

Change location? Time? Day?

Referrals to other Job Clubs: If you don’t want to start a Job Club of your own, compile a list of established Job Clubs in your area to give to interested customers. Many churches have started Job Clubs.

For additional resources on starting a Job Help Club, go to: [http://www.quintcareers.com/job_club.html](http://www.quintcareers.com/job_club.html)
Job Help Club Outline

**Purpose:** To provide those who are unemployed and actively seeking employment with a place to meet other job seekers and share job searching tips, support and experiences.

**Facilitation:** For the first few meetings, the group would be facilitated by a library employee. However, once the group began to attract regular attendees, one of the regular attendees would facilitate the group.

**Meetings:** once weekly, one hour

**Agenda (same for each meeting):**

1. Introductions – greeting of new members
2. Statement of purpose
3. Good news? Members share any good news such as job offers and calls for interviews.
4. Discussion of this week’s topic: __________________________
5. Open Discussion
6. Ideas for topics for future meetings (guest speakers?)
7. Closing – Members share their goals for the week

**Topics for meetings:**

- Networking
- Search techniques: Share ideas, contacts, leads
- Resume discussion – Do I need to tweak my resume? Members bring copies of their resume for the group and offer suggestions to each other
- Interviewing – What works, what doesn’t? Members share their experiences with interviewing and offer advice.
- Does social networking work - Members share their experiences with using LinkedIn, Facebook, etc. to network for jobs.
- Budgeting – Any money saving tips to share?
- Life beyond the job search – What are you doing to keep motivated and active during your period of unemployment?
- Show and tell – Do you know someone who would like to be a guest speaker for the group. Sign them up!
- Job Fairs – Have you been? What was your impression? Tips or recommendations?
- Mock interviews – club members pair up and practice their interviewing skills with mock interviews