

Volunteering for Career Success Pep Talk*

*pre-employment preparation



Volunteers say that they feel better—
physically / mentally / emotionally.



HEALTH

VOLUNTEERING

Volunteering helps people manage
and lower stress levels.



LESS STRESS



PURPOSE

Volunteers feel a deeper connection
to communities and to others.



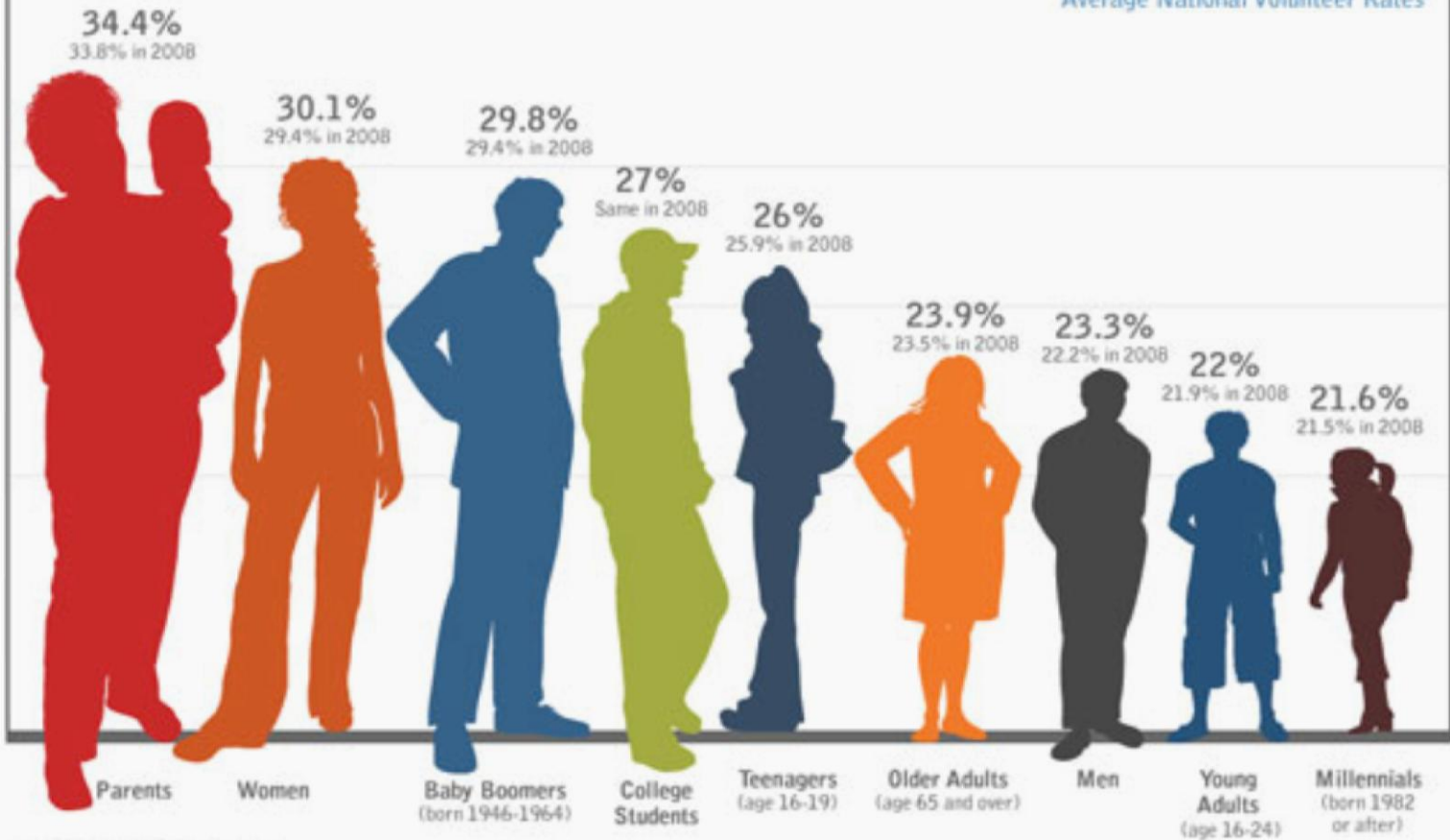
ENGAGED

Volunteers are more informed
health care consumers and are more engaged
and involved in taking care of their health.

2009 Average National Volunteer Rates

In 2009, 63.4 million Americans volunteered to help their communities, providing 8.1 billion hours of service worth an estimated dollar value of almost \$169 billion (dollar value provided by the Independent Sector).

2009 and 2008
Average National Volunteer Rates





Doug Elliot
Career Counselor

delliot@sdccd.edu

cgs.sdce.edu

Volunteer Definition

Vol-un-teer

[vol-uhn-teer]

Noun

1. a person who voluntarily offers himself or herself for a service or undertaking.

2. a person who performs a service willingly and without pay.

Volunteer Rules

Volunteering is **NOT an opportunity where you would ask for a job!**

It is **NOT court-order community service.**

It **IS giving of your time and energy to support an organization's goals/cause.**

Steps to Success

Assess your work values, interests, abilities & skills, personality, long-term career goals. Adjust for clarity.

Create a SWOT

Explore occupations and industries found in the San Diego.

Accept local labor market conditions. (LMI)

Evaluate options, make a decision, develop a strategy for achieving your short and long term career goals.

Create a CAP SMART goal plan

**Take action!
Get training and/or conduct a job search using an educational sales approach.**

What Employers Want

Can you do the job:

Hard skills

Soft skills

Transferability

Do you fit in:

Personality

Attitude

Energy level

Can you be counted on:

Reliability

Goal oriented

Committed

Do you want to be there:

Motivation

Interest

Work Ethic

A Sales Approach

- **Introduction - rapport**
- **Qualification - confirms potential**
- **Information - adding value and overcoming objections**
- **Close - the decision to hire is made**

A Résumé



...is a brief summary of your background, qualifications, and employment record” & a **marketing tool to get you an interview**

An Interview



...gets you the job...
closes the deal...
hopefully keeps you in
the running!

Who Can Volunteer

Students: Formal

Career Changers: Informal

Continuing Education Students: Hybrid

Length of Commitment

50-250 hours

No shorter than 6 weeks

No less than 2 days a week

No shorter than 4 hours a day

Non-paid

What Type of Organizations

Possibly anyplace and anywhere...

Private businesses...

Non-profits...

Government entities and agencies...

Educational institutions...

Where to Find Opportunities

volunteering websites

organization websites

craigslist

networking events

professional associations

friends, family, co-workers, fellow students

Why?

- Satisfaction of giving of yourself**
- Gain experience**
- Network with people in the field of interest**
- Discover more about job**
- Hone your job search skills**
- Gain job search advantage**
- Gain self-confidence**
- Expand skills to work in a diverse workplace**
- Discover your strengths and weaknesses**
- Gain motivation to learn more**
- Obtain a good reference**
- Add experiences to your resume**

Why...because

We retain 10% of what we hear

...15% of what we see

...20% of what we see and hear

...40% of what we discuss

...80% of what we do/experience

Getting Ready...

Preparation
Presentation
Follow-through

Preparation

Write resume

Create business card

Identify volunteering sites

Research organizations

Develop questions

Write “personal pitch”

Ask Yourself...

- Who would I like to work with?**
- What skills and interest do I have to give?**
- When do I have time to volunteer?**
- Where would I like to volunteer?**
- Why do I want to volunteer?**

When you Start Volunteering

Ask for a job description

Know your supervisor

Be friendly with everyone

Maintain clear communication

Ask about expectations...

When to report for work

Dress code

Phone/internet use

Office/corporate cultural/protocol

...and don't ask the same question twice!

Follow-through?

Thank everyone verbally and in writing

Leave your workspace as you found it

Leave contact info

Ask for a letter of reference

Keep in touch

Debrief with your instructor/fellow students