

# 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.



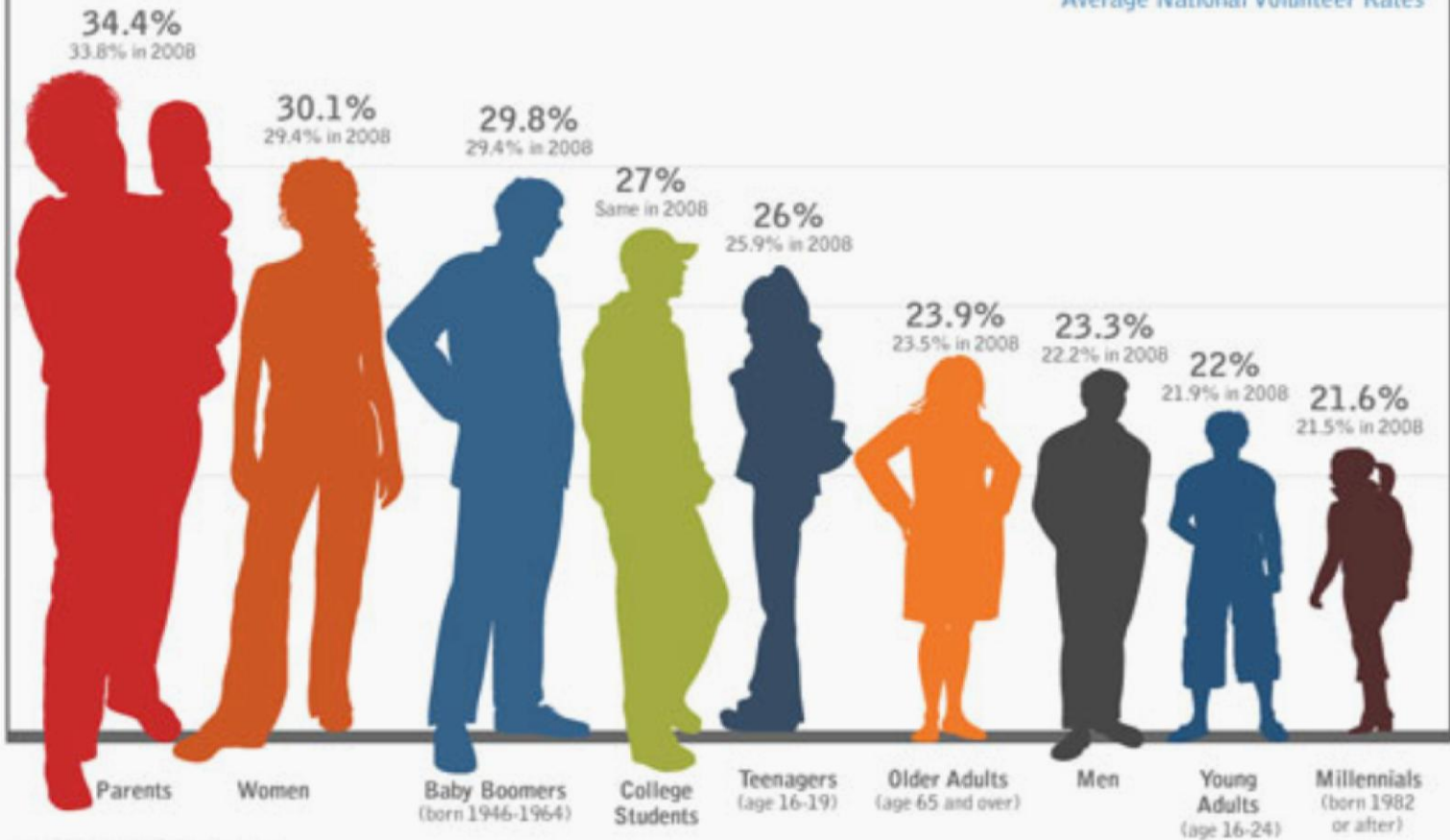
ENGAGED

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





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# 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 a 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**