Volunteering for Career Success

Pep Talk*

*pre-employment preparation
Volunteers say that they feel better—physically / mentally / emotionally.

Volunteering helps people manage and lower stress levels.

Volunteers feel a deeper connection to communities and to others.

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

- Parents: 34.4% in 2009, 33.8% in 2008
- Women: 30.1% in 2009, 29.4% in 2008
- Baby Boomers (born 1946-1964): 29.8% in 2009, 29.4% in 2008
- College Students: 27% in 2008
- Teenagers (age 16-19): 26% in 2008
- Older Adults (age 65 and over): 23.9% in 2009, 23.5% in 2008
- Men: 23.3% in 2009, 22.2% in 2008
- Young Adults (age 16-24): 22% in 2009, 21.9% in 2008
- Millennials (born 1982 or after): 21.6% in 2009, 21.5% in 2008

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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 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
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
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