

Experience Volunteer Work

VOLUNTEER OPPORTUNITIES

[Why Volunteer
YouTube Video](#)

Standard: Communication V.

School-to-Career Transition: Develop strategies to make an effective transition from school to career.

Essential Question:

How will volunteering be beneficial and provide college/job opportunities that will be personally rewarding?

Reasons to Volunteer

Giving of your time now, you gain experience that may end up being worth more than what you make working a part time job!

- Impress College Admissions Officials- Shows you care about the community and you are able to manage your time!
- Get Involved Outside of School- It may lead you to meet people you wouldn't have.
- Earn Academic Credit
- Scholarships



Seeking Volunteer Work

Step 1



Identify the right volunteer opportunity. Search the Internet for various organizations in need of volunteers. Some organizations post volunteer opportunities on their websites. Others do not post this information, but may be open to receiving letters from volunteers.

Seeking Volunteer Work

Step 2

Address your letter to the person in charge of recruiting volunteers. Whenever possible, find out the name of a specific person or department. Avoid using a generic greeting, such as "To Whom It May Concern."

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Step 3

- **Begin your letter by expressing interest in the organization.** This requires spending some time reading about the organization or talking to those involved to understand the organization's mission, goals and activities.
- Comment on an aspect of the organization's activities that you find interesting. For example, you may be sensitive to meeting the needs of the hungry, and the organization is active and skilled in this regard.

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Step 4

- **Express your interest in a specific volunteer position.** If the duties of the position have been made available, study these responsibilities ahead of time to be sure that you are qualified. Elaborate on why you are interested in the particular position.
- Explain how your skills and qualifications meet the needs of the volunteer position. Devote no more than 1 paragraph to this explanation. Highlight all relevant abilities, such as interpersonal skills, fund raising experience and administrative skills.

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Step 5

- **Attach a resume.** If you have an extensive background that might prove beneficial for the organization, be sure to detail your relevant skills in a 1-page resume.
- Include a list of past volunteer experiences. The organization may want to contact others for whom you have volunteered to get a sense of your work habits and reliability.
- Provide references if asked. Indicate the names, titles, organization names and contact information of at least 2 professional references. Be sure to contact the references ahead of time to ask for permission to use their names.

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Step 6

Ask for the opportunity to meet and discuss the volunteer position. In closing your letter, provide contact information, such as your phone number and email address, so that a representative from the organization can easily get in touch with you.

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Step 8

- **Sign the letter.** Provide both a typed and handwritten signature.

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Step 9

- **Follow up.** If you have not heard back within 2 weeks, call the organization or send a follow up note to confirm receipt of your letter. Some organizations are inundated with volunteer requests and may ask that you do not follow up. In each case, do as instructed.

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VOLUNTEER

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