



Volunteer Service

Volunteer Service is a program that offers practical experience for beginners in an occupation or profession that is typically performed at a non-profit or government agency. Volunteer Service provides students with the opportunity to observe and participate in daily operations, develop direct contact with job personnel, ask questions about particular careers and perform certain job tasks. Volunteer Service is usually unpaid work experience.

Checklist for Success*

For Employers

- _____ Identify interested employees who will work closely with the student and educator.
- _____ Determine the basic skill sets required of Volunteers.
- _____ Use the Youth Business Connector to inform schools/programs about your interest.
- _____ Interview and select or hire student Volunteer.
- _____ Implement a system for managing the Volunteer(s) to ensure time is well spent.
- _____ Complete a Volunteer evaluation.

For Educators

- _____ Identify interested and qualified students.
- _____ Use the Youth Business Connector to assist students in finding Volunteer Service opportunities.
- _____ Connect students to work-readiness workshops within the school and/or community.

For Students

- _____ Research and identify career areas of interest.
- _____ Ask your Career Development Coordinator to help you locate a Volunteer Service opportunity using the Youth Business Connector.
- _____ Attend required workshops and orientations.
- _____ Write learning objectives and outcomes.

* This suggested checklist should be used as a guide and is not comprehensive. Each school and partner organization's process may vary.

Volunteer Service, cont.

Suggested Employer Volunteer Process

Appoint a Volunteer Coordinator

Choose someone within your company who you believe will have the time and leadership skills to implement the steps described on the following pages. Having a Volunteer coordinator at your agency or non-profit organization will make it easier for Volunteers and staff to know who to talk to regarding the Volunteer's time at the agency or non-profit organization. It will also allow for more consistency as Volunteers leave and new ones come on board.

Identify your company's Volunteer needs

In what ways can your company use extra help? Some helpful questions include:

- What day-to-day or ongoing tasks take place in my agency or non-profit organization?
- What is the present workload of my staff?

Appoint a mentor

Each Volunteer should be appointed a mentor as a guide and supervisor. Ideal mentors should have:

- patience,
- interpersonal skills,
- credibility,
- interest in being a role model for the Volunteer and
- interest in helping the Volunteer grow professionally.

Mentors should be able to:

- work with the Volunteer to develop objectives,
- offer feedback to the Volunteer,
- comment on the Volunteer's performance,
- help the Volunteer to network,
- communicate the Volunteer's learning role to all other employees and encourage interaction among staff and the Volunteer and
- share all relevant aspects of the organization.

Develop clear, daily tasks for the Volunteer, as well as back-up tasks.

Always have a project for the Volunteer and have back-up tasks ready upon completion of the project or during down time.

This resource developed by
Kansas City, Kansas Public Schools
http://www.newwaystowork.org/qwbl/tools/kcktoolkit/Guides/How_To_Guide_Volunteerships.PDF
This resource developed by Allegheny Conference on Community Development
<http://beconnected.aiu3.net/PDFs/EmployerActivityGuideVolunteerships.pdf>

Additional Resources:

- NC Public Schools: Career and Technical Education
<http://www.ncpublicschools.org/cte/curriculum/work-based/Volunteership/>
- Central Piedmont Community College (CPCC)
http://www.cpcc.edu/nursing_human_services/substance-abuse/Volunteership
- UNC Charlotte
<https://career.uncc.edu/el>

The Youth Business Connector is an initiative of Charlotte Works.
www.youthbusinessconnector.com