

## OALCF Task Cover Sheet

**Task Title:** Researching Volunteer Opportunities

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes ___ No ___	
<b>Goal Path:</b> Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary ___ Independence ___	
<b>Task Description:</b> Volunteering is a good way to build skills that will help in the workplace and enhance job search documents such as resumes. In this task the learner will read about ways volunteering can help get a job and will research different volunteer opportunities in the community.	
<b>Competency:</b> A. Find and Use Information B. Communicate Ideas and Information  D. Use Digital Technology	<b>Task Group(s):</b> A1: Read continuous text B1: Interact with Others B2: Write continuous text B3: Complete and create documents n/a
<b>Level Indicators:</b> A1.2: Read texts to locate information and connect ideas and information B1.2: Initiate and maintain interactions with one or more persons to discuss, explain or exchange information and opinions B2.1: Write brief texts to convey simple ideas and factual information B3.2a: Use layout to determine where to make entries in simple documents D.1: Perform simple digital tasks according to a set procedure	
<b>Performance Descriptors:</b> see chart on last page	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Variety of brochures from volunteer agencies in your community</li><li>• 'Volunteering: 6 Ways Volunteering Can Boost Your Career' tip sheet</li><li>• Volunteer Research Sheet</li><li>• Pen/pencil</li><li>• Access to a computer with internet</li></ul>	

**Instructor's Preparation:** Provide the 'Volunteering: 6 Ways Volunteering Can Boost Your Career' tip sheet and the 'Volunteer Research Sheet' to the learner. Have learners bring in a variety of brochures from community volunteer organizations and add to others that you have collected. Consider having guest speakers come into the classroom from different organizations to talk about volunteer opportunities. Provide time for learners to research volunteer organizations on the internet and read through the brochures.

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Volunteering is a good way to build skills that will help in the workplace and enhance job search documents such as resumes.

Read the 'Volunteering: 6 Ways Volunteering Can Boost Your Career' tip sheet to learn about ways volunteering helps your job opportunities.

**Task 1:** There are six ways that volunteering can help you reach your career goals. List what you think is the most important one and why.

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**Task 2:** How can volunteering increase your confidence?

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**Task 3:** From the collection of brochures collected by you, your instructor, and other learners, pick three or four that interest you. Review the brochures and makes notes on the Volunteer Research Sheet for each agency brochure. Enter information about skills required, time commitments, the agency's website and other important information.

**Task 4:** Enter any websites from your Volunteer Research Sheet into your internet browser. Read more about the agency on their website. Make more notes on the Volunteer Research Sheet if needed.

**Task 5:** Review the information you entered on the Volunteer Research Sheet. Pick one or two agencies that match your interests and your skills.

**Task 6:** Decide if you will contact an agency to see if they have any volunteer positions available and discuss with your instructor..

## Volunteering: 6 Ways Volunteering Can Boost Your Career

<http://alis.alberta.ca/ep/eps/tips/tips.html?EK=3305>

Do any of the following apply to you?

- Are you looking for a job but don't have the experience you need? But you can't get experience because you can't get a job?
- Do you need more skills or a better network so you can find work?
- Are you thinking of making a change in your career but unsure about what you want to do?

If you answered yes to any of these questions, volunteering could be the boost your career needs.

When you volunteer, you share your skills and time with people and organizations in the community without expecting to be paid. Volunteering takes you right into the workplace, giving you a chance to build your experience and demonstrate your employability.

**Here are six ways volunteering can help you reach your career goals:**

### **1** Volunteering gives you experience.

Most employers want workers who have workplace experience. This kind of experience shows employers that you can manage your time, complete your tasks, get along with others and make a commitment. Your volunteer record proves to an employer that you have workplace experience.

When you volunteer you meet and work with people with different attitudes and worldviews. This experience shows employers that you can be flexible and adaptable—qualities they want their employees to have.

### **2** Volunteering helps you develop skills.

Volunteering gives you a chance to build on skills you already have and learn new ones. For example, as a volunteer you might be able to try out a new computer program, use a second language, develop customer service skills or practise speaking in public.

If you're employed, you may want to look for volunteer opportunities that strengthen skills you have but are not currently using in your work. For example, if you work on your own in a parts warehouse, volunteering for site hospitality at a festival could help you maintain and improve your people skills.

Be realistic about your current skill level when you apply to volunteer. An organization may need people whose skill level is more advanced than yours in the position you want. You may need to develop your skills before taking on a more challenging position.

### **3 Volunteering expands your network.**

Your network is all the people you know and all the people they know. Every new person you meet becomes part of your network and may potentially connect you with other contacts and career opportunities.

Volunteering gives you the chance to meet new people and through them expand your network, opening up opportunities you might not have otherwise. Keep a list of the contacts you make volunteering—staff, board members, clients, other volunteers, suppliers and others. You never know who might help you and how.

### **4 Volunteering lets you check out an occupation or industry.**

When you're choosing a career direction or thinking about a career change, volunteering gives you a chance to explore different occupations and industry sectors. You get to know the people, challenges and rewards involved and gain a better understanding of the roles and jobs available. For example, as a hospital volunteer, you're exposed to a wide range of health care workers, from front line nursing and medical staff to program administrators.

Volunteer experience in a specific field or industry can make your resumé or application stand out when you're competing for a job or applying to a post-secondary program in that field. For example, volunteer experience at an animal shelter might increase your chances of being admitted to an animal health technology program.

### **5 Volunteering builds your confidence.**

Maintaining your confidence is especially important if you've been unemployed for a while or discouraged in your search for a new job or career direction. Volunteering can help you feel active, useful and productive—all great ways to increase your confidence.

### **6 Volunteering helps you get to know yourself.**

Knowing yourself—your skills, accomplishments, interests and values—is the foundation of career success. Volunteer experience can be a good way to learn more about yourself and your potential to grow and develop. It also gives you a chance to find out how other people view you and your strengths.

Volunteering is a win-win situation. By helping others, you have the opportunity to boost not only your career but your own well-being. When you volunteer in a role that's right for you, everybody comes out ahead.

### Volunteer Research Sheet

Volunteer Agency	Skills needed	Time commitment	Website	Other important information
1.				
2.				
3.				
4.				

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<b>Performance Descriptors</b>		<b>Needs Work</b>	<b>Completes task with support from practitioner</b>	<b>Completes task independently</b>
A1.2	<ul style="list-style-type: none"> <li>scans text to locate information</li> </ul>			
	<ul style="list-style-type: none"> <li>locates multiple pieces of information in simple texts</li> </ul>			
	<ul style="list-style-type: none"> <li>makes low-level inferences</li> </ul>			
	<ul style="list-style-type: none"> <li>obtains information from detailed reading</li> </ul>			
	<ul style="list-style-type: none"> <li>begins to identify sources and evaluate information</li> </ul>			
B1.2	<ul style="list-style-type: none"> <li>shows an awareness of factors that affect interactions, such as differences in opinions and ideas, and social, linguistic and cultural differences</li> </ul>			
	<ul style="list-style-type: none"> <li>demonstrates some ability to use tone appropriately</li> </ul>			
	<ul style="list-style-type: none"> <li>uses strategies to maintain communication, such as encouraging responses from others and asking questions</li> </ul>			
	<ul style="list-style-type: none"> <li>speaks or signs clearly in a focused and organized way</li> </ul>			
	<ul style="list-style-type: none"> <li>rephrases to confirm or increase understanding</li> </ul>			
	<ul style="list-style-type: none"> <li>uses and interprets non-verbal cues (e.g. body language, facial expressions, gestures)</li> </ul>			
B2.1	<ul style="list-style-type: none"> <li>writes simple texts to request, remind or inform</li> </ul>			
	<ul style="list-style-type: none"> <li>conveys simple ideas and factual information</li> </ul>			
	<ul style="list-style-type: none"> <li>uses sentence structure, upper and lower case and basic punctuation</li> </ul>			
	<ul style="list-style-type: none"> <li>uses highly familiar vocabulary</li> </ul>			
B3.2a	<ul style="list-style-type: none"> <li>uses layout to determine where to make entries</li> </ul>			
	<ul style="list-style-type: none"> <li>begins to make some inferences to decide what information is needed, where and how to enter the information</li> </ul>			
	<ul style="list-style-type: none"> <li>makes entries using a limited range of vocabulary</li> </ul>			
D.1	<ul style="list-style-type: none"> <li>follows simple prompts</li> </ul>			

	<ul style="list-style-type: none"><li>• follows apparent steps to complete tasks</li></ul>			
	<ul style="list-style-type: none"><li>• interprets brief text and icons</li></ul>			
	<ul style="list-style-type: none"><li>• locates specific functions and information</li></ul>			
	<ul style="list-style-type: none"><li>• begins to perform simple searches (e.g. internet, software help menu)</li></ul>			

**This task:** was successfully completed\_\_\_\_ needs to be tried again\_\_\_\_

<b>Learner Comments</b>

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**Instructor (print)**

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**Learner Signature**