



5 Ways Volunteering Can Enhance Your Job Search

Hi! Nice to meet you! I'm Olivia.

A little bit about me...

My role: Volunteer Engagement Coordinator

I coordinate:

- Volunteer Toronto's participation in career/volunteer fairs
- Info sessions for jobseekers, newcomers, youth, and seniors
- Youth Expo
- Legacy Awards

My Background

Education: Master's Degree in Global Affairs from the University of Toronto's Munk School



Volunteer Experience:

- Colbourne Lodge Museum
- The Art Gallery of Ontario
- Habitat for Humanity
- The Daily Bread Food Bank
- Summerworks Festival

What does **V**olunteer do? Toronto

- ✓ Connects volunteers to information about volunteering and available opportunities at non-profits in Toronto.
- ✓ Provides training and guidance to people who manage volunteers at non-profits.



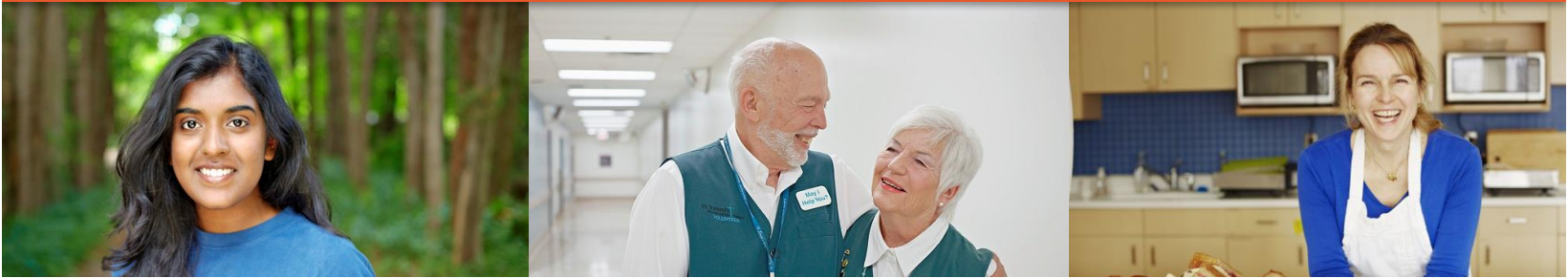
What is volunteering?

Freely giving your time and service, usually at a non-profit organization.

Cleo, Volunteer at Ernestine's Women's Shelter

#VolunteersofTO

What is a non-profit?



An organization that:

- doesn't exist to make money
- exists to serve a mission/cause

What you may NOT know!

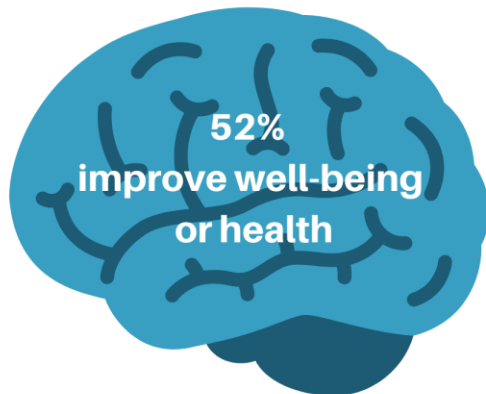
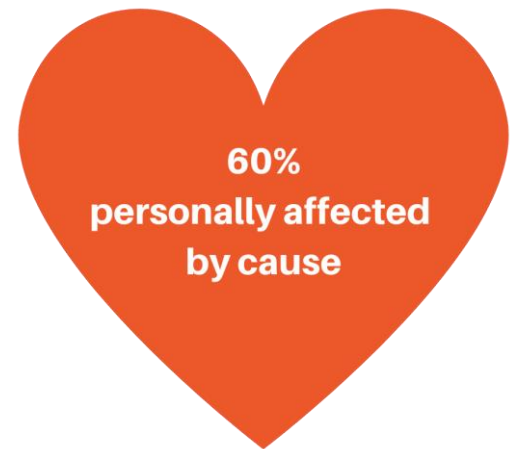
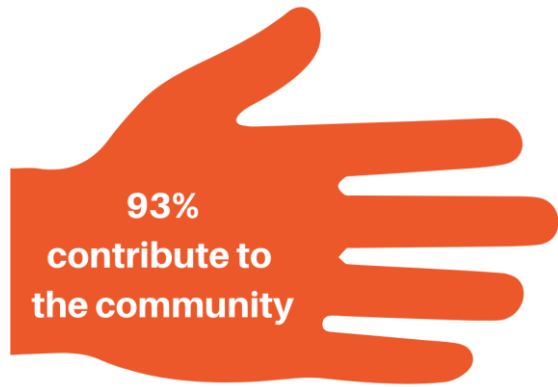
On average, Canadians contribute **154** volunteer hours each year


17 million Canadians have volunteered at some point in their lives

Volunteer Toronto supports **1/4 million** volunteers each year

The voluntary sector contributes more GDP than the mining, oil & gas, retail, agriculture, and car manufacturing industries combined!

Why volunteer?





“Volunteering allowed me to practice my marketing skills for a good cause and meet nice people in the city.”

Maya, Volunteer with Volunteer Toronto

#VolunteersofTO

What is the time commitment?

One Time

One Day

Short Term

1-3 Months

Long Term

3+ Months

How to volunteer...



Reflect

Ask yourself some questions:

- What do I want to gain from volunteering?
- What skills do I want to use?
- What issues am I most passionate about?
- How much time can I commit?
- Do I want to work alone or with others?

If you want to enter into:

Accounting

IT

Marketing and Communications

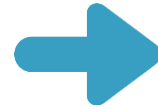
Business Administration

Social Work

Teaching

Health Care

Volunteer as a(n)...



Income Tax Preparer



**Web Designer
Computer Instructor**



**Graphic Designer
Social Media Content Creator**



Board/Committee Member



**Peer Mentor
Friendly Visitor**



**Homework Club Tutor
Workshop Facilitator**



**Recreational Program Assistant
Patient & Family Care Assistant**

Research

Did you know? There are **235** volunteer centres in Canada! Visit volunteer.ca to find yours!

For Toronto-based opportunities:

- ✓ Visit volunteertoronto.ca
- ✓ Contact our Volunteer Advisors
 - advisors@volunteertoronto.ca
 - 416-961-6888 ext. 232

Visit charityvillage.com to search for volunteer positions across Canada.



Reach out!



Application



Interview



References

Possible Additional Requirements

Vulnerable Sector Check*

Children
Seniors

People with Disabilities

\$20

Must be referred by a
non-profit organization

Criminal Police Check*

Handling Money
Driving

Private Information

\$20

Access at specified
police stations or online

*Toronto specific

A man in a dark grey suit, light blue shirt, and patterned tie is sitting on a light-colored leather sofa. He is looking down at his left wrist, which has a silver watch. His hands are clasped together in front of him. A brown leather briefcase is resting on his lap. The background is a plain, light-colored wall.

**Reality Check: It's a waiting game.
Don't get discouraged...keep applying!**

5 Ways Volunteering Can Enhance Your Job Search!

1. Skill Development
2. Networking
3. Practice
 - a. Cover Letters
 - b. Resume
 - c. Interviews
4. Getting Feedback
5. Cultivating References

1. Skill Development

What are transferable skills?

Specific skills you have been using in one way, that can be usefully applied to a different task or setting.



“My favourite memory is teaching a couple of teenagers to tie their shoes.”

Lauren, Volunteer with REENA Disability Services

#VolunteersofTO

Other Transferable Skills:

Adaptive Thinking

Collaboration

Communication

Computer Literacy

Conflict Resolution

Cross Cultural Competency

Foreign Language Fluency

Interpersonal Skills

Leadership

Marketing

Media Literacy

Mediation

Multi-Tasking

Program Planning

Project Management

Public Speaking

Quick Learner

Teaching

Time Management

2. Networking

What do you think of when you hear the word “Networking”?

Effective networking involves developing relationships with other people, sharing relevant information and resources, and providing mutual support and encouragement on the path to reaching your goals.

3. Practice

The process of applying for volunteer positions is similar to applying for a job!

This allows you to practice:

- ✓ Adapting Cover Letters
- ✓ Resume Building
- ✓ Interviewing



Cover Letters

3. Practice: Cover Letter/ Introductory Email

Do you even need one? **YES!**

Three main areas of focus:

1. Personal story or connection to cause
2. Information that doesn't fit in your resume
3. Demonstrate your writing and communication skills



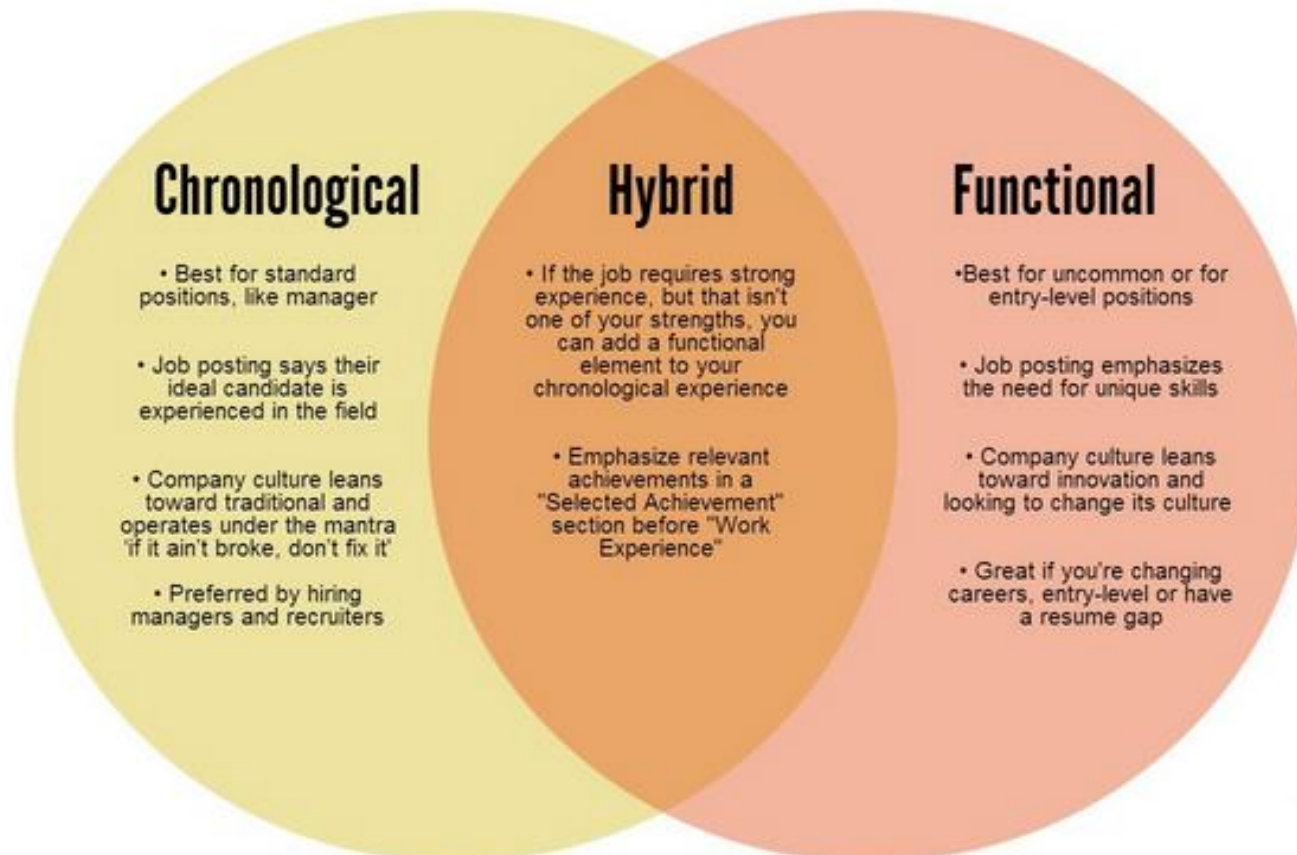
Resumes

3. Practice: Resume Building

Why add volunteer work to your resume?

- ✓ **Work is work, whether paid or unpaid!**
- ✓ Avoid gaps in activity
- ✓ Add new skills and demonstrate existing skills
- ✓ Highlight your experience in a new field
- ✓ Showcase your community involvement

Types of Resumes



Resume Tips

Shayan Alba

PROFESSIONAL HIGHLIGHTS

- 6 years' experience in social service community outreach and educational programming
- Effective written communication skills for a variety of audiences over multiple platforms
- Results oriented quick learner who thrives in a demanding, fast paced environment
- Demonstrated success building strong relationships with colleagues, volunteers and stakeholders
- People-centred approach to problem solving and providing responsive recommendations
- Dynamic presentation abilities including group facilitation, outreach tours and webinars
- Team player dedicated to working in collaborative environments that value equity and fairness
- Adept at handling sensitive situations with tact, discretion and sound judgment
- Computer skills: Microsoft Office, Adobe Illustrator, Wix, and GoToMeeting

PROFESSIONAL EXPERIENCE

Community Engagement Assistant

November 2015 – present

Volunteer Toronto, Toronto ON (Volunteer)

- Coordinate projects and events to encourage and promote youth volunteerism in Toronto
- Facilitate monthly information session: *6 Ways Volunteering Can Help With Your Job Search*
- Updated content and visuals for community outreach PowerPoint presentations resulting in clearer and more engaging information sessions

Marketing & Outreach Coordinator

Times Change Women's Employment Service, Toronto ON

September 2013 – November 2015

“Prime
Real Estate”
Match Up
With Posting

Volunteer
Experience

Add it to LinkedIn



Volunteer Experience & Causes

Staffer

Olivia Chow Mayoral Election Campaign
May 2014 – October 2014 (6 months) | Politics

I have the honour of participating in Olivia Chow's campaign to become Mayor of Toronto. My role as a Staffer is to escort Olivia to events and support her while she interacts with members of the community. I help by taking photos, signing up volunteers, managing daily volunteers, driving her to events and managing her schedule. It is exciting to be part of her campaign and to be able to get to... [more](#)

Editor-in-Chief of "Kindling Our Flame"

First Unitarian Congregation of Toronto
May 2013 – June 2014 (1 year 2 months) | Arts and Culture

I am the Editor of a brand new publication at the First Unitarian Congregation of Toronto titled "Kindling Our Flame." The purpose of the publication is to document the history, happenings and events of the Congregation. This is the Congregation's first online publication and it is expected to get a lot of exposure.

March 2014 Issue: <http://firstunitariantoronto.org/component/content/article/...> [more](#)

Board Member

Dusk Dances
April 2012 | Arts and Culture

Working with the board and staff to oversee the operation of the Dusk Dances season.

Mentor

Supporting Our Youth
January 2010 – Present (5 years 9 months) | Children

I am a one-on-one mentor with an LBGQT youth in need of guidance and support. We hang out, work out issues and share experiences.



3. Practice: The Interview

Most commonly asked questions:

- What do you know about our organization?
- Why do you want this role?
- Tell us about yourself...

“Tell Us About Yourself”

Keep it simple and focused. It can be easy to start rambling, so prepare and practice using these guidelines. Tell them about:

- 1.** Who you are/your current or desired position
- 2.** Your area of expertise
- 3.** Why you're there

Example

1. Who you are/your current or desired position:

“I’m an innovative HR manager new to Canada with 8 years of experience managing all aspects of the HR function, from recruiting to benefits”

2. Your area of expertise:

“I’ve spent the last six years developing my skills as a customer service manager where I’ve won several performance awards and been promoted twice. I love managing teams and solving customer’s problems.”

3. Why you’re there:

“I am interested in adding new and practical experience to my resume. This position excites me because...”

Use the STAR Model

Situation

Task

Activity

Result



Following Up

- ✓ Send a thank you email the next day
- ✓ Include need-to-know info you forgot to mention in person
- ✓ Keep it brief and professional
- ✓ Consider sending a LinkedIn request



4. Feedback

If you DON'T get a position, ask why!

What could have been improved?

- Cover letter?
- Resume?
- Interview?

Use the feedback to adapt future applications

If you DO get a position, still ask!

Volunteering is a great way to gain insight into your performance and build confidence

5. Cultivate Great References!



Be On Time



Communicate



Do Your Best

Enjoy Your Volunteer Experience!



Ask Questions



**Know What to
Expect**



Change is OK!



Questions?

Volunteer
Toronto

volunteertoronto.ca
advisors@volunteertoronto.ca
416-961-6888 ext. 232

Bmeaningful



CHARITY
VILLAGE



TalentEgg

