



# HANDBOOK:

## Youth Volunteering as a Pathway to Employment For Youth



# WHAT YOU WILL LEARN FROM THIS UNIT:

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How to present your volunteer experience in your **CV**.



The importance of keeping a **volunteer log**.



Potential **new skills** obtained through volunteering.



The value of volunteer work in helping you **obtain employment**.



Presenting your volunteer work in a **work interview**.

# SKILLS DEVELOPMENT

What are the skills that you learn when volunteering?

There is a whole group of skills you can gain and improve while volunteering, but listing them is not an easy task.

PERSONAL SKILLS

INTERPERSONAL SKILLS

UNDERSTANDING OF  
CONTEMPORARY ISSUES

Research conducted by the Department of Education and Skills of UK's National Youth Agency defines the skills that a youth volunteer can learn and categorizes them into three groups: personal skills, interpersonal skills and understanding of contemporary issues.

# PERSONAL SKILLS

A range of personal skills, attitudes and knowledge related to an individuals' sense of their own identity and their ability to manage themselves include:



Self-Confidence



Communication Skills



Self-awareness



Self-management



Planning



Taking responsibility



Improving own learning



Problem solving & decision-making

# INTERPERSONAL SKILLS

A range of interpersonal skills, attitudes and knowledge relating to working with other people include:



Teamwork



Managing Relationships



Active listening skills



Leadership



Negotiation

# UNDERSTANDING OF CONTEMPORARY ISSUES

A range of skills, knowledge and attitudes relating to individuals being able to act more effectively in the wider world include:



Understanding oneself



Understanding society



Understanding diversity



Rights & responsibilities



Preparation for work



Financial understanding

# KEEP TRACK OF YOUR **SKILLS!**

## PERSONAL SKILLS

- Self-awareness
- Self-Confidence
- Self-management
- Planning
- Improving own learning
- Taking responsibility
- Communication Skills
- Problem solving and decision-making

## INTERPERSONAL SKILLS

- Teamwork
- Managing Relationships
- Active listening skills
- Negotiation
- Leadership

## UNDERSTANDING OF CONTEMPORARY ISSUES

- Understanding society
- Understanding diversity
- Rights & Responsibilities
- Preparation for work
- Financial understanding

# IDENTIFYING YOUR SKILLS

Think about what you have to offer in the way of skills.



Or, are you adept at using social media?



For example, do you speak more than one language?

These are all skills that you can highlight that may be useful to some NGO, corporation or government agency.

**PRINT OUT THE FOLLOWING PAGE TO START IDENTIFYING YOUR SKILLS!**



# MARÍA FRANCISCA CEPEDA

## A VOLUNTEER'S STORY



Volunteering at all stages of life is, without any doubt, a stepping-stone for a successful career pathway. For me, volunteering represents an opportunity to engage in community issues, building a set of invaluable skills, knowledge, contacts, and most of all, a sense of community and co-responsibility.

It was after a volunteering project with a youth organization that I was called to be part of the Presidency of the Republic through Colombia Joven, the government agency devoted to coordinate, implement and follow-up on the national youth public policies. I have been leading the youth volunteering strategy for 3 years and I have had the challenge and privilege of creating and developing the Annual National Youth Volunteering Award. The Award, which is already on its third year, has allowed me to get to know the most incredible young volunteers from almost every corner of Colombia. Their stories are beyond moving and are incredibly inspiring!

By **María Francisca Cepeda**  
Presidential Agency Colombia Joven  
Bogotá, Colombia

*“Volunteering at all stages of life is, without any doubt, a stepping-stone for a successful career pathway.”*



# SETTING OBJECTIVES AND TARGETS ON YOUR VOLUNTEER WORK

- ⇒ As you start off your volunteer work, make sure you have a clear vision and objectives.
- ⇒ Set targets that will allow you to evaluate your progress from time to time.
- ⇒ This helps you stay focused, achieve your desired results and make more impact. It also helps in your personal growth and development.



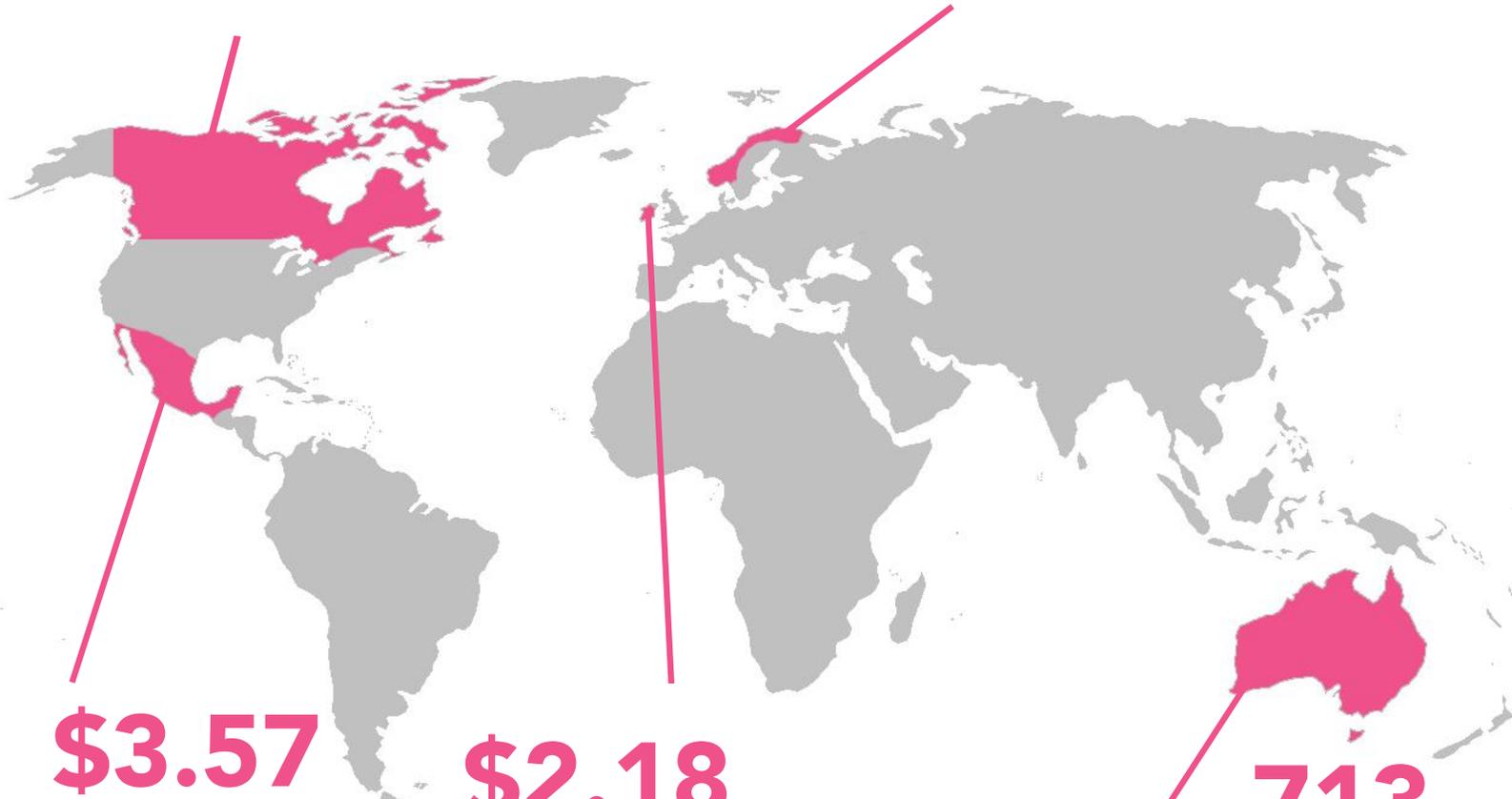


# 1 MILLION FULL-TIME JOBS

**Statistics Canada** released two reports drawing on the **2013 General Social Survey** on Giving, Volunteering, and Participating to profile volunteering and giving in Canada. The reports show that Canadian volunteers (12,716,000) devoted about 1.96 billion volunteer hours in 2013; this is equivalent to 1 million full-time jobs.

# \$8.73 BILLION USD

**A study** in Norway indicates that unpaid volunteer employment constituted almost 140,000 full-time equivalents (FTEs) in 2013. Valued at the cost of replacing the unpaid FTEs with hired workers, the volunteer employment was worth approximately 77 billion Norwegian Krone.



# \$3.57 TRILLION USD

**The National Institute of Statistics and Geography** launched a report in December 2015 stating that in 2013, 1,379,000 volunteers recurrently helped non-profit institutions in the country. The economic value of this work is around 62 trillion Mexican pesos (around 45,000 Mexican pesos per volunteer).

# \$2.18 BILLION USD

Numbers released by **Ireland's Central Statistics Offices** in January 2015, show that over a quarter of adults aged 15 years and above volunteered in the country in 2013 (28.4% of persons). In terms of time spent volunteering, over 232.8 million hours annually were worked; applying the relevant national minimum wage the value of this unpaid work would be over €2 billion.

# 713 MILLION HOURS

A report published in April 2015 **by Volunteering Australia** states that in 2010, 36.2% of people aged 18 years and over participated in formal volunteering: a total of 6.1 million people. In 2006, Australian volunteers worked a total of 713 million hours.

## WHAT'S NEXT?

I have all of this information about my volunteer experience, how does this lead to a job?

# HIGHLIGHTING YOUR SKILLS AND EXPERIENCES



It is critical that you incorporate your volunteer experience and achievements into your CV. When you get a job interview, try and discuss your volunteer experience and achievements in the interview. Potential employers look favorably on those that engage in volunteer work and in giving back to their community.

In many cases, corporations make volunteering a part of their corporate culture and encourage their employees to volunteer. Additionally, some corporations may organize their own service project(s) that includes all of the employees partaking in a service project(s).





# VOLUNTEERING IN YOUR RESUME: THE CASE OF LINKEDIN

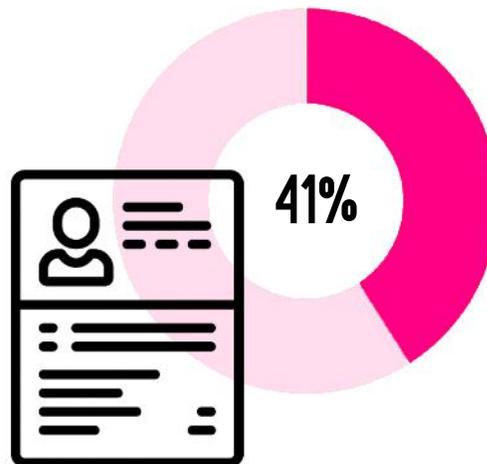
The business-oriented social network LinkedIn has added a “Volunteer Experience & Causes” field to profiles, that allows users to highlight and showcase their unpaid or charitable work experience.



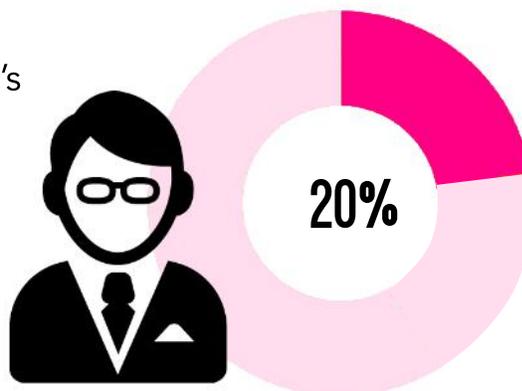
Volunteer Experience & Causes

**According to a survey conducted by LinkedIn, promoting your charitable experience will help you get a job.**

The company polled nearly 2,000 US professionals and found that 41% said that when they are evaluating candidates, they consider volunteer work just as much as paid work.



Of the hiring managers surveyed, 20% said they gave a job based on a candidate's volunteer work experience.



# EXAMPLE

# LINKEDIN VOLUNTEER EXPERIENCE AND CAUSES FIELD

List of volunteer experiences, including position title, organization name, start/end date, and description.



## Volunteer Experience & Causes

### Coach Mentor

Students Run Philly Style

April 2007 – August 2008 (1 year 5 months) | Education

Coached and mentored high school students to run a marathon.

### Coach

Girls on the Run International

September 2009 – May 2010 (9 months) | Children

Taught a health and fitness curriculum to elementary school girls.

### Writing coach

First Graduate

August 2011 – September 2011 (2 months)



FIRST GRADUATE

Types of volunteering opportunities you are interested in.

### Opportunities Alexis is looking for:

- Skills-based volunteering (pro bono consulting)

### Causes Alexis cares about:

- Arts and Culture
- Civil Rights and Social Action
- Economic Empowerment
- Environment
- Human Rights
- Politics
- Poverty Alleviation
- Science and Technology
- Social Services

List of causes that are important to you.

### Organizations Alexis supports:

- First Graduate
- Oxfam
- Partners In Health
- Planned Parenthood Federation of America
- Kiva.org
- Students Run Philly Style
- KQED
- San Francisco Bicycle Coalition

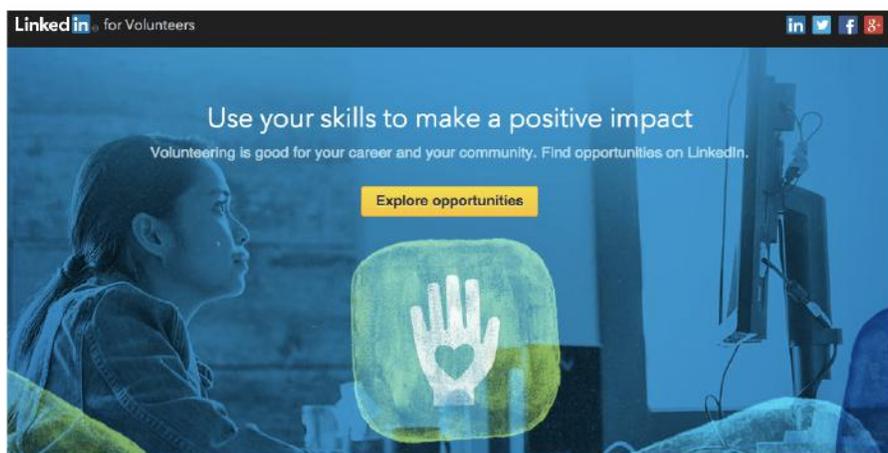
List of organizations you support and/or are a member of.

Source: [LinkedIn Official Blog](#)

“Our professional identities are no longer just about what we do from 9-5, but what we’re passionate about outside of work. For the first time, you will be able to share your philanthropic aspirations on your LinkedIn profile by calling out whether you want to volunteer and serve on a nonprofit board. If you’ve already donated your time and talents, share your experiences in the Volunteer Experience and Causes section.”

**Alison Dorsey** for the [LinkedIn Official Blog](#)

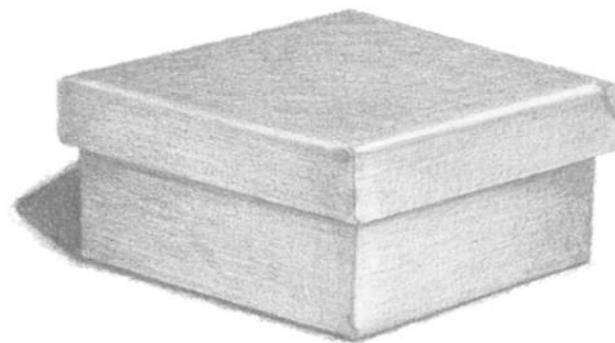
**LinkedIn has also created a special platform for volunteering opportunities where NGOs post opportunities & connect with possible candidates based on their profile.**



Visit the platform at [volunteer.linkedin.com](https://volunteer.linkedin.com)

# MOUNIR KABBARA

## THE GOOD BOX PROJECT



By Mounir Kabbara  
Jeddah, Saudi Arabia

Recently, I've been involved in a volunteering initiative called "The Good Box". The idea behind the initiative was to get the community to fill a shoebox with useful goods that an underprivileged person within the community could benefit from. The items ranged from calling cards to toothbrushes to hats.

My role in this project was to be the initiator and the leader. Through this role, I developed important leadership skills:



- ⇒ **Communications skills:** I needed to engage and convince members of the group to participate in this initiative.
- ⇒ **Motivation skills:** Once committed, I had to ensure the team members would stay motivated to complete their tasks.
- ⇒ **Decision-making skills:** I had to make final decisions on various aspects of the initiative, such as sticker designs for the boxes, our approach on reaching out to the community, etc.



This initiative also allowed me to develop important interpersonal skills, namely due to the requirement of dealing with different types of people from varying backgrounds and education levels.

As this was a team initiative, it gave me a chance to further develop teamwork skills, as I needed to coordinate ideas, tasks and decisions with team members.

My communication skills also developed throughout this process. During the early stages of the project, it was important to clearly and effectively communicate the idea behind the initiative. Later on, communications also came into play during the decision-making process, where I needed to clearly articulate my opinions.

The Global Shapers Community, an initiative of the World Economic Forum, is a network of hubs developed and lead by young people who are exceptional in their potential, their achievements and their drive to make a contribution to their communities. The objective of each hub is to implement projects that have a positive impact on their local communities.





# REVIEW

## In this unit you learned:

- ➔ The three areas of skills that a youth volunteer can learn through their volunteer service.
- ➔ The skills you currently have to offer to an NGO, corporation or government agency.
- ➔ The potential new skills obtained through volunteering.
- ➔ The importance of keeping a volunteer log.
- ➔ Learned the value of volunteer work in helping you obtain employment.
- ➔ How to present your volunteer experience in your CV.

# GET IN TOUCH!

If you are an IAVE Youth Member or if you are looking to become one, please join us! We want to learn more about your projects and help you connect with other volunteers just like you.



## WRITE TO US

Email us at

[info@iave.org](mailto:info@iave.org)



## BECOME A MEMBER

Become a youth member at

[iave.org/join-now](http://iave.org/join-now)



## JOIN OUR FACEBOOK GROUP

Join us in our

### #IAVEYOUTH Facebook Group

This is an informal space for youth volunteers to share their projects, connect with other volunteer leaders worldwide and learn about global initiatives and events to join.

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