

How do I use this guide?

It takes effort and self-motivation to find a volunteer job that's right for you, but it doesn't have to be difficult. Follow these **7 EASY STEPS** and you are on your way!

1. Think about why and where you'd like to volunteer. Consider what you're good at, how you like to spend your time, and what you care about then fill out the **Pre-Volunteering Worksheet** on pages 4 & 5. The worksheet is a tool to help you clarify where your goals and interests lay. This will help to determine how and where you should volunteer to insure the best experience possible.

2. Check out the Volunteer Listings and get your pen ready. Go to the **AREA OF SERVICE** that interests you most. Circle listings that reflect the preferences you indicated on your Pre-Volunteering Worksheet.

Please note these symbols stand for organizations that encourage:

Family Volunteering = (F)

or

Group Volunteering = (G)

3. Call the organization. Ask to speak to the Volunteer Coordinator. Managers of volunteers are often busy, so keep trying! If you leave a message **speak s-l-o-w-l-y and clearly**. Tell them your *name, age, phone number, that you want to volunteer, and when they can reach you*.

NOTE: If there is no designated Volunteer Coordinator ask to speak with someone about the organization's volunteer program!

4. Ask questions. When you speak to the Volunteer Coordinator, **be confident** — talk about yourself. Then ask questions such as:

- “What does your organization do and whom do you serve?”
- “What type of volunteer work is available for youth? Do you provide training?”
- “Where are you located?” (*Is it convenient to your home or school?*)
- “How long of a commitment is required? What is the schedule?” (*Do you have time?*)

5. Set up an appointment to visit the organization. The Volunteer Coordinator may want to interview you before you start. **Give the best impression of who you are and what you can do for the organization.** You may even suggest your own ideas about your talents and how to put them to use.

6. Share your personal goals with the Volunteer Coordinator.

You and the Coordinator may want to define and write down both the organization's and your expectations and goals for this volunteering experience. This will help insure that both of your expectations are clear.

For a sample agreement call the Volunteer Center at (415)982-8999.

7. Go for it! If after getting all this information, the organization still sounds like a good place for you, then make a commitment and..

START VOLUNTEERING!

If you have any questions about using this Guide or about how to apply for a volunteer job, call the
Volunteer Center of San Francisco
at **(415) 982-8999.**

What are some other volunteering resources available to me?

The Volunteerism Project
50 California St, Ste 200, 94111
(415) 772-7393

Revitalizing Education and Learning (REAL)
80 Fresno St, 94133
(415) 982-0615

THE INTERNET:

- Youth Service America (www.ysa.org) - dedicated to building youth service across America. Check out their SERVEnet (www.SERVEnet.org), to search for more volunteer opportunities.
- Youth in Action Network (www.mightymedia.com/act)- services to empower youth.
- Youth Service California (www.YScal.org) - A supporter of youth service programs and practitioners in CA. Learn about Youth CAN (The Youth California Action Network), a group of youth developing young service leaders.
- National Youth Leadership Council (www.nylc.org) - An advocate of service learning, engaging youth through innovation in learning, leadership and policy.

YOU MUST BE THE CHANGE YOU WISH TO SEE IN THE WORLD.

-MAHATMA GANDHI