

VOLUNTEER TO GAIN SKILLS & EXPERIENCE



A volunteer role can help you to gain new skills and experience, connect with people, and supercharge your existing talents, all while giving back to the community.

Volunteer experience is highly regarded by employers and will help make your next job application stand out!

Find the right opportunity

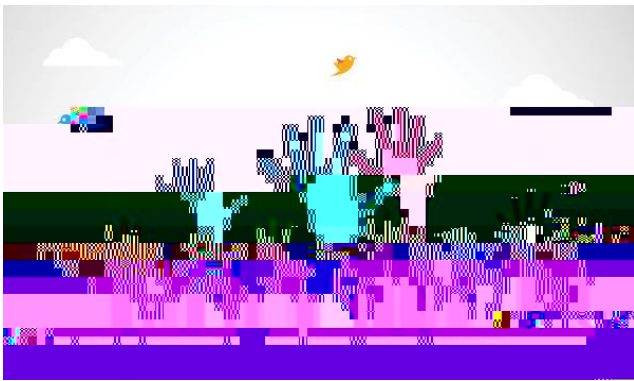
There are lots of volunteer opportunities available, but to find the right position, you should analyse your existing skills, and find out what skills employers want to help you identify the gaps. The following questions can help you narrow your options:

- What causes are important to you?
- What skills can you bring and what skills are they looking for?
- What are your interests?
- Do you prefer to work alone or as part of a team?
- How would this help your career?
- How much time are you willing to commit?



Searching for volunteer work

Some organisations you could approach include:



Take the initiative

Tactfully ask to do more, once you have effectively mastered your tasks, demonstrated competence and shown your dependability.

Be professional

Volunteer work should be taken seriously. You will be counted on to fill a special need. Be visible by doing your job well; actions speak louder than words. Develop and demonstrate professionalism, ethics, etiquette, and consideration of others; in your behaviour towards co-workers and clients; in your communication (written, online and verbal); and in your dress, punctuality and general attitude.

These qualities make a positive impression with the staff and may serve you well in the future when seeking referees.

Don't be afraid to make a change

Talk to the organisation about changing your focus or consider looking for another match.

Record your experience

There are several methods for adding experience to your resume. The most common is to create a heading in **Experience** and include specific information about the role, skills you have developed and quantifiable results.

For example:

- collected 35 litres of blood over a two-day period
- *Tells a potential employer what you did and how successful you were at it.*
- ordered and prepared lunch and drinks for 50 people
- *Shows organisational skills.*

Know your rights

Unlike paid workers, volunteer workers are not covered by award conditions or workplace agreements. But, volunteers do have rights, some of which are written into legislation.

As a volunteer you have the right to:

- accurate and truthful information about the organisation
- look at the organisation's volunteer policy and other policy documents affecting your work
- interviews and selection processes that are free of bias
- agreed working hours
- an agreed job description
- be properly trained to do the job
- a healthy and safe work environment
- be covered by adequate insurance provided by the organisation you work for
- reimbursement for any pre-agreed money you spend on behalf of the organisation in the course of your work
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