

HOW TO MAKE THE MOST OF YOUR VOLUNTEER EXPERIENCE

BENEFITS OF VOLUNTEERING:

- Building a network
- Gain experience in the field before starting a full-time job
- Find new interests and passions that can lead to a career without changing jobs

GETTING THE MOST OUT OF VOLUNTEERING

- **Get involved** - Ask to do tasks that are related to your interests and develop skills that you need to refine
- **Ask questions** - Develop a deep understanding of your role and the organization
- **Document** - Write down a list of Tasks, responsibilities, and results that you can add to a resume
- **Treat it like a job** - Understand what is expected of you in order to make a good impression

LOCAL OPPORTUNITIES



César E. Chávez Community Action Center | Associated Students

Opportunities at SJSU Campus that connects students to civic engagement such as volunteering at the community garden



Sacred Heart Community Service

Helping low-income families and the surrounding San Jose community through programs including the Welcome Center, Warehouse, Economic Justice



City of San Jose

Short and Long term opportunities with a focus on recreational parks around the city of San Jose

NATIONAL OPPORTUNITIES



Volunteer.gov

Recruitment portal for volunteers looking to work with federal agencies such as the U.S Geological Service



AmeriCorps

Serve | AmeriCorps

Long-term, diverse Opportunities searched through zip code; may provide a stipend



Catchafire

100% virtual opportunities that allow for skills already developed with organizations that need your help

STATE OPPORTUNITIES



County of Santa Clara

Diverse Opportunities in SC County to volunteer at animal shelters, libraries, medical centers, etc



COVID-19 | California Volunteers

Opportunities with a focus on aiding the California community through the COVID-19 Pandemic



VolunteerMatch

Opportunities ranging from Advocacy and Human rights to Disaster Relief, filtered by the city of interest

INTERNATIONAL OPPORTUNITIES



International Volunteer HQ

Worldwide solo, group, and family Opportunities; Each opportunity has a fee depending on the location, time frame, and program of interest.

Ima Spartan

San Jose, CA | 408-XXX-XXX | imaspartan@sjsu.edu | linkedin.com/imaspartan

EDUCATION

B.A., Sociology

June 20XX

San Jose State University, San Jose, GPA: 3.5

Related Coursework: Race and Ethnic Relations, Social Action, Sociology of Human Rights and Social Justice

PROJECT EXPERIENCE

Housing Crisis in Bay Area, Sociology Capstone, SJSU, San Jose, CA

Fall 20XX

- Led a team of four in researching factors that contribute to the Bay Area housing crisis pre-and-post the Covid-19 pandemic
- Identified impact of real estate developers, local government, newcomers, and Covid-19 pandemic in the region on housing crisis
- Presented findings to an audience of 50 and got an "A" in the project

VOLUNTEER EXPERIENCE

Program Coordinator, House of Hope, San Jose, CA

August 20XX - Present

- Design curriculum and learning activities for 20 adult residents to support a smooth transition in community re-entry
- Connect 15 residents to community services on a weekly basis to ensure use of free community resources
- Coordinate schedules and training for 5 volunteers which offered consistent support to residents

Food Distribution Team Leader, Second Harvest, San Jose, CA

February 20XX - April 20XX

- Distributed 30 food packages monthly to low-income families in the San Jose community to decrease food insecurity
- Educated 5 individuals on a weekly basis on nutrition and resources available to support individual health goals
- Managed a virtual food drive by coordinating drop-off schedules leading to a 1500 item collection

Receptionist, Sacred Heart, San Jose, CA

January 20XX - December 20XX

- Fostered a positive office environment by welcoming and serving 200 guests on a weekly basis through front desk administration
- Taught a group of 15 elementary school children math skills and strategies leading to improved math literacy and higher grades
- Entered donation data on Excel and ran weekly reports to provide impact updates at team meetings

SKILLS

Languages: Fluent in English, Spanish, French

Technical: Google Suite, Microsoft Suite, Slack, Zoom

Social Media: Instagram, Twitter, Snapchat, TikTok

ACCOMPLISHMENTS

Honor's: Dean's Scholar, Dean's List Fall 20XX, Spring 20XX

ACTIVITIES

Member, Alpha Kappa Delta

September 20XX - Present