

GLOBAL YOUTH





HANDBOOK: Youth Volunteering as a Pathway to Employment

A publication of the International Association for Volunteer Effort (IAVE)



International Association for Volunteer Effort



WWW.IAVE.ORG

BACKGROUND

Founded in 1970, the International Association for Volunteer Effort (IAVE) is a 40+ years old global membership organization whose sole mission is to promote volunteering. To help inform and fulfill this mission, IAVE leverages the input of their individual members and corporate members.

IAVE believes that volunteering is a key way to empower youth to develop a lifelong habit of caring and serving.

As participants in IAVE's 2014 World Youth Volunteer Conference wrote in their concluding statement:

"Volunteering is a powerful tool that builds leadership among youth, helping develop compassionate agents of change active in the present and working for a better future."



International Association for Volunteer Effort



THE 22ND IAVE WORLD VOLUNTEER CONFERENCE



In 2012 the planning for the 22nd IAVE World Volunteer Conference, was seen as the opportunity to bring together the public and private sectors as well as representatives from various major civil society groups, in an organized way to generate a discussion about the interface of volunteering and the challenge of youth and employment.

The Dialogue on Youth Volunteering and Employment: Toward a Global Agenda for Action

The discussion had in London lead to the report "The Dialogue on Youth, Volunteering and Employment", sponsored by a grant from Telefónica.

The report is available in **English** and **Spanish**.

From the threads of discussion at the London Dialogue and from the research that preceded and followed it, there is the basis to begin to articulate a global agenda for future action regarding both youth volunteering and business engagement related to youth unemployment.



HERE ARE KEY ELEMENTS OF WHAT THAT AGENDA MIGHT INCLUDE:

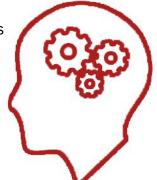
Advocates for youth volunteering must work together to make their case to those who have as their primary focus the problem of youth unemployment. This will

require global leadership and global cooperation. Perhaps it is time for a "global summit" on youth volunteering in response to youth unemployment. There is a need to localize global volunteer efforts towards youth employment.



New knowledge about the relationship of youth volunteering to employment must be developed.

It must go beyond collection of program examples to analysis of what is working, what is not and why. It needs to focus most heavily on developing economies and on indigenous models.



3

Greater knowledge is needed about how business mobilizes its employee volunteers in ways that have direct and significant impact on youth unemployment.

The greatest attention needs to be given to non-global enterprises – regional, national and local businesses. A threshold base of knowledge about what is now being done needs to be developed, followed by analysis of what works and what does not.





The existing infrastructure that promotes and supports volunteering – primarily those national and local leadership organizations for volunteering, known generically and specifically as "volunteer centers" – must be drawn into active participation. Where they exist, their capacity to participate must be strengthened; where they do not, there must be a determined effort to develop them in ways that can be locally and nationally sustained. They can have a significant impact on both the quantity and quality of youth volunteering as it relates to employment and also can serve as primary resources to engage indigenous regional, national and local businesses.



There must be a coordinated two part global campaign to help youth, NGOs and employers to make the connection between volunteering and preparation for employment.

For youth, this must include tools to help them build their own "volunteer portfolio" that becomes a living record of work done, skills learned and demonstrated and documentation of achievement from the organizations they serve. For NGOs, there must be exemplars for how to document and report on what youth volunteers have done, learned and achieved. With employers, there must be strong advocacy about the legitimacy of volunteering as a way for youth to build their work experience and skills, as well as about practical approaches about including volunteer experience on job applications and examples of how to consider that experience in hiring.

Global companies that recognize the critical importance of addressing youth unemployment must remain heavily

and directly involved. Programmatically they can both expand and strengthen their own projects and work together to figure out how they can both respond to their own branding needs and learn from and build on one another's work. Competitive instincts need to be put aside in favor of magnified impact on a problem that is of critical importance to their future success. They also must remain in global leadership roles – as advocates, as investors and as active participants in refining, agreeing on and implementing a global agenda for action that will bring to scale the proven impact of youth volunteering and business engagement on what Pope Francis has called one of "the most serious of the evils that effect the world these days" – youth unemployment. While thinking globally, they also need to localize their efforts on youth employment through their local offices throughout the world.





In addition to the dialogue report, and keeping into consideration the elements just mentioned, it was determined that the creation of a handbook was needed. The result is the IAVE Youth Volunteering and Employment Handbook.

THE PURPOSE OF THE HANDBOOK

This handbook is a resource designed to inform and educate youth volunteers, organizations that engage youth volunteers and corporations, around the added value and acquired skills youth obtain in volunteering.

More importantly this handbook is to collectively raise the importance of youth volunteering as a way to learn skills, increase a young persons' network of contacts and encourage youth to gain the reality from different perspectives.





IAVE's published report cites the alarming rate of youth unemployment worldwide.

To address this issue, IAVE, through its mission of promoting volunteering, has identified promising practices that will assist youth volunteers, NGOs and corporations on looking at youth volunteering as a viable step towards youth employment.



U.S. Secretary of Labor Hilda L. Solis suggested that volunteering can help put citizens back to work, especially for the segment of Americans that have been unemployed for long periods of time:

"...volunteerism can be a way to help unemployed workers expand their network of contacts, improve their résumés, and make a positive impression in a competitive job market. So at the Department of Labor, we're promoting volunteerism as one more strategy to help our long-term unemployed. In a complex 21st century economy that demands new skills of American workers, volunteerism is not a substitute for job training. But it can be an important complement. And it can be a way to give a leg up to job-seekers who've decided that enrolling in a training program is not the right choice for them at this time... The truth is – volunteering may actually expose job seekers to new job opportunities."

Hilda L. Solis

U.S. Secretary of Labor (2012)



International Association for Volunteer

VOLUNTEERING AS



A study from the **Corporation for National and Community Service**

(CNCS) reports on employment outcomes for those with volunteer experience. CNCS found that volunteers are **27%** more likely to secure a job than non-volunteers regardless of a person's gender, age, ethnicity, geographical area, or the job market conditions.



The report also states that volunteers without a high school diploma increase their likelihood of finding a job by

And volunteers who live in rural areas increase their likelihood of finding employment by





"This research suggests that people with limited skills or social connections - particularly those without a high school education - may see an extra benefit to volunteering as a way to open doors and level the playing field,"

Dr. Christopher Spera

Former Director of Evaluation and Research at CNCS





SKILLS DEVELOPMENT

What are the skills learned when volunteering?

There is a whole group of skills one can gain and improve while volunteering, but listing them is not an easy task. Research conducted by the Department of Education and Skills of UK's National Youth Agency defines the skills that a youth volunteer can learn in and categorizes them into three groups:



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:



INTERPERSONAL SKILLS

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





Managing Relationships



Leadership



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:





society



diversity



Rights & Preparation responsibilities for work



understanding



WHAT RESULTED: THE HANDBOOK

As a result of the London Discussion and the information discovered in research, three units have been developed to assist specific audiences in looking at youth volunteering as a pathway to employment.

The units developed include one for youth,one for NGOs, and finally one for corporations.

WE WANT TO HEAR FROM YOU!

We appreciate any comments or thoughts you may have on any of the information contained in this unit or any of the others.

Please forward your comments to:





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JESSICA HAN Designer A special thank you to Carmen Chavarria (Guatemala), Monica Galiano (Brazil), Ramona Dragomir (Romania), Agnetta Nyalita (Kenya) and Kenn Allen (U.S.) for their help in reviewing and refining the contents of this handbook.

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HANDBOOK: Youth Volunteering as a Pathway to Employment For Youth



International Association for Volunteer Effort



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WHAT YOU WILL LEARN FROM THIS UNIT:



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:



INTERPERSONAL SKILLS

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





Managing Relationships





Leadership



Financial

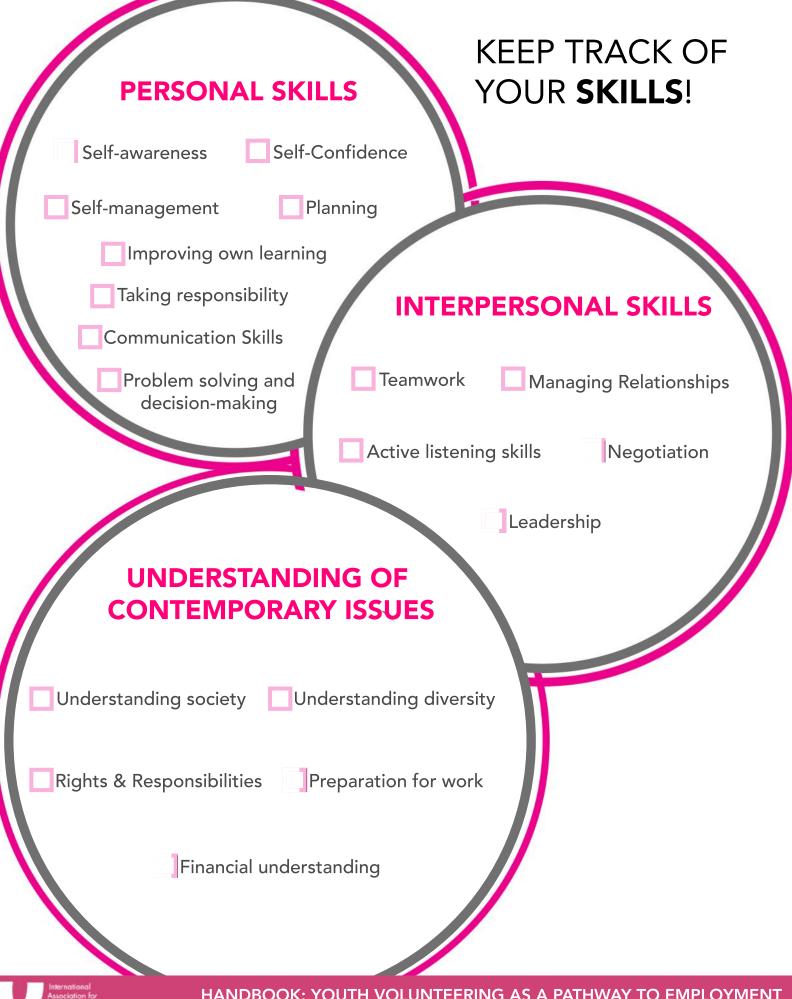
understanding

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:







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!

Personal skills I currently have:

Sample assessment PERSONAL SKILLS

> Sample assessment INTERPERSONAL SKILLS

Interpersonal skills I currently have:

Understanding and support of contemporary issues I currently have:

Sample assessment UNDERSTANDING AND SUPPORT OF CONTEMPORARY ISSUES

NARÍA 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 followup 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.

REFLECTIONS ON YOUR VOLUNTEER EXPERIENCE

There are many personal benefits to volunteering. Some of the major benefits are the skills that can demonstrate your value to potential employers.

To assist you with tracking the skills and knowledge you gain, it is important that you periodically reflect on your volunteer service and what new skills you have gained from your volunteer efforts.

Document your volunteer journey and experience and review this periodically-whether it is monthly, quarterly or semiannually. This should be in line with your set targets.

VOLUNTEER SKILLS REFLECTION

New skills I have learned from my volunteer experience:





VOLUNTEERING EFFORT CAN BE TRANSLATED INTO ECONOMIC VALUE

The hours you serve as a volunteer can be translated to a dollar value.

In 2013, Independent Sector, based in the United States, estimated the value of volunteer time was \$23.07/hour.

Therefore, in order to articulate this information, it is critical that you keep some sort of Volunteer Hour Log.

VOLUNTEER HOURS LOG

(Print this page to keep a log of all your volunteer activities)

DATE	VOLUNTEER WORK	ORGANIZATION	HOURS

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 RILLION 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 A report published in April 2015

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.

MILLION HOURS

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).

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VOLUNTEER SERVICES AND YOUR RESUME

In the body of your resume you should highlight your volunteer experience. This set of skills should have their own section in your resume. The following are two examples on how you should list your volunteer experience in your CV.

Discussing your volunteer experience in your resume

Volunteer Experiences:

XYZ Food Bank

2 January 2014 to Present

Assist in providing food resource to more than 1400 families monthly. Volunteer duties include, client intake, conducting inventory of food on hand, organize the storage areas of food and food distribution.

ABC Helping the Community

1 May 2014 to Present

Assist in providing translation support to increase community members accessing social services offered. Volunteer duties include, client intake, translating written materials, translating information on the ABC Helping the Community website. Translated materials have led to an increase of community members accessing services by more than 50%.

other skills

Photography and cinematography

VOLUNTEERING IN YOUR RESUME: THE CASE OF LINKEDIN

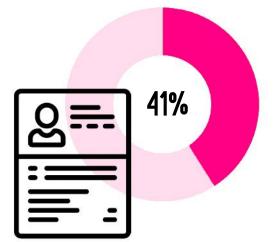
The business-oriented social network LinkedIn has added a "Volunteer Experience & Causes" field to profiles, that allows users to highlight and showcase their unpaid or charitable work experience.



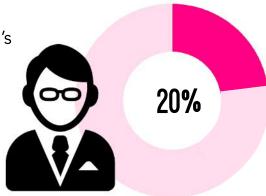
Volunteer Experience & Causes

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.

Types of volunteering opportunities you are interested in.

List of causes that are important to you.

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

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)

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
- Human H
- Politics
 Politics
- Poverty Alleviation
 Science and Technology
- Social Services

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

Source: LinkedIn Official Blog

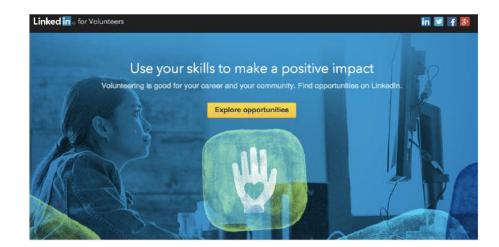
F¹RST GRADUATE



"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



NOUNIR 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:



- Commuications 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.



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. 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.







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 NGC 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

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.

BECOME A

MEMBER

Become a youth member at iave.org/join-now

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HANDBOOK: Youth Volunteering as a Pathway to Employment For NGOs



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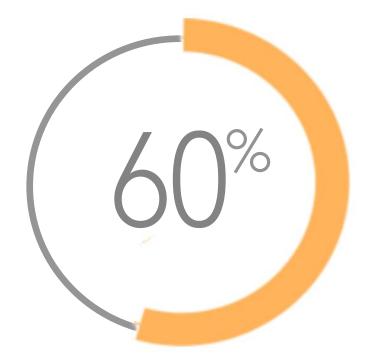
The United Nations International Labor Organization has reported that the world is facing a worsening youth employment crisis: young people are 3 times more likely to be unemployed than adults and almost 73 million youth worldwide are looking for work.

"Never before have there been so many young people. Never again is there likely to be such potential for economic and social progress."

Babatunde Osotimehin Population Fund Head



HANDBOOK: YOUTH VOLUNTEERING AS A PATHWAY TO EMPLOYMENT NGO UNIT | 1



While there is evidence that governments are paying more attention to youth needs, it says job prospects are often dismal, leading to a worsening global youth unemployment crisis.

As many as 60% of people in low-income countries are either unemployed and not in school, or are working in what the report calls "irregular" jobs.



More than 75 million young people between the ages of 15 and 24 were unemployed in 2013,

making up about 36% of the world's unemployed people, according to the International Labor Organization.



Additional information in the report states that more than **500 million** young people live on less than **\$2 a day**, and millions, many of them girls, lack access to goodquality education.

Other barriers include human-rights abuses and violence and poor access to health care.









HANDBOOK: YOUTH VOLUNTEERING AS A PATHWAY TO EMPLOYMENT NGO UNIT I **3**

NGOS CAN HELP ADDRESS THE GLOBAL CRISIS

of youth unemployment by making available to young people volunteer opportunities that will allow them to build or enhance their skills that will lead to full-time employment opportunities.

HANDBOOK: YOUTH VOLUNTEERING AS A PATHWAY TO EMPLOYMENT NGO UNIT | 4

SEINEKEN VOLUNTEERS FOR NON-PROFITS

Seineken is a community based tourism platform that shares traditional knowledge from farmers and indigenous people from rural communities within Colombia, with the rest of the world. Those who access our platform will not only be able to choose their next travel destination but will also learn about traditional knowledge and skills, from learning how to knit a *mochila* with the indigenous inhabitants of La Tagua, to discovering the beautiful landscapes hidden within the Sierra Nevada de Santa Marta.

Volunteering has taught us to comprehend the vision of every person that joins our project. It has allowed us to grow personally and professionally transforming ideas into tangible actions and connecting local and global dreams and perspectives.



Juan Manuel Aristizabal





La Tagua community is located in the Sierra Nevada de Santa Marta, an isolated mountain range in Northern Colombia. The indigenous *Wiwa* group resides in La Tagua.



"My volunteering experience has opened my world and changed my life in a positive way. I tasted a lifestyle different to mine and have learned how to enjoy the little things in life."

Lobke Bij

As a non-profit organization our purpose is to preserve and monetize traditional knowledge of rural communities. At the same time, we stimulate projects that improve the quality of life for these communities, which we achieve by applying Design Thinking and Human Centered Design methodologies.

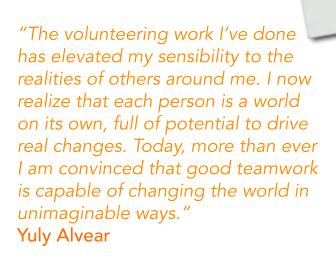
La Tagua is where our focus is and our hearts are, however, the administrative team is based in Barranquilla due to infrastructure. This means that our team lives and works hand in hand with the community in order to know what the community really wants and needs: This collaboration is what has shaped Seineken's project into what it is today.



"Volunteering has made me feel that my knowledge and skills have the potential to change the live of many people." Gustavo Ramos "Seineken is a young non-profit project and we are always looking for helping hands, willing to join us in this awesome adventure! We need courageous people who enjoy working closely with communities, have an open mind, and of course, people who will be key to reaching our goals. From financial expertise, house building experts, agricultural knowledge or English skills, we are looking forward to meeting people with special talents that will allow us to improve the communities we work in!"



"Volunteering has taught us to comprehend the vision of every person that joins our project. It has allowed us to grow personally and professionally, transforming ideas into tangible actions and connecting local and global dreams and perspectives." Samit Saenz



MARINA





YOUTH HAVE A VARIETY OF SKILLS THAT CAN HELP NGOS FULFILL THEIR ORGANIZATIONAL MISSION.

When you begin to recruit your youth volunteers, you need to understand your organization's history, mission and culture so that you can answer questions and develop the best volunteer opportunities possible for them.

SOME OF THE SKILLS THAT YOUTH BRING INCLUDE:



Knowledge and efficient use of technology



Use of social media



Ability to generate and implement innovative processes



Ability to work and lead groups



Knowledge of communities



Provide clerical support



To fully understand what young people can offer your NGO, a skill assessment should be conducted. Print out the next page and use it to help identify the skills a youth possesses.

YOUTH VOLUNTEER SKILLS ASSESSMENT FORM

Please fill out the form below to highlight your skills and experiences.



First Name:		Last Name:	
City:		State/Province:	
Postal Code:	Country:	Date of Birth:	
Email Address: Telephone:		Telephone:	
List your skills:			
8 			
2			
*			
1 			
1 <u>0</u>			
1 0			
List the type of v	volunteer service y	ou are seeking:	
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Education/Volun	teer/Job experiend	ces:	
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81			
8			



YOUTH VOLUNTEERING AROUND THE WORLD

IAVE conducted a survey, gathering data from IAVE National Representatives from around the world, asking them to answer two questions regarding youth volunteering in their countries.

Here are the results:

COLUMITON		
COUNTRY	ARE THERE ANY COMMUNITY	ARE THERE ANY COMMUNITY
	SERVICE HOURS REQUIREMENTS	SERVICE HOURS REQUIREMENTS
	FOR YOUTH TO GRADUATE HIGH	FOR YOUTH TO GRADUATE
	SCHOOL IN YOUR COUNTRY?	UNIVERSITY IN YOUR COUNTRY?
Armenia	No	No
Australia	No	No
Bolivia	No	No
Bosnia &	No	No
Herzegovina		
China	Yes	Yes
Colombia	Yes	No
Denmark	No	No
Ecuador	Yes	Yes
Fiji	No	No
France	No	No
Germany	No	No
Guatemala	No	No
Hong Kong	No	No
India	No	No
Israel	Yes	No
Japan	No	No
Kenya	No	No
Malaysia	No	Yes
Mauritius	No	No
Mexico	Yes	No
New Zealand	No	No
Nigeria	No	No
Oman	No	No



COUNTRY	ARE THERE ANY COMMUNITY SERVICE HOURS REQUIREMENTS FOR YOUTH TO GRADUATE HIGH SCHOOL IN YOUR COUNTRY?	ARE THERE ANY COMMUNITY SERVICE HOURS REQUIREMENTS FOR YOUTH TO GRADUATE UNIVERSITY IN YOUR COUNTRY?
Peru	Yes	Yes
Philippines	No	Yes
Somalia	No	No
South Africa	No	No
Taiwan	Yes	Yes
Thailand	Yes	Yes
Venezuela	Yes	Yes
Vietnam	Yes	No
Yemen	No	Yes

Community service is a requirement for high school graduation and/or college application processes and careers in many countries worldwide, serving as a platform to foster volunteering among youth.

It is important that both schools and universities understand the important role that these activities play not only as a pathway for young people to volunteer on a regular basis, but also for them to build their resume and to shape their career options and personal vocation.

REMIND YOUTH THAT THEY CAN LIST THEIR VOLUNTEER EXPERIENCES ON THEIR RESUMES



Substitute volunteer experience for paid work experience.

Useful for those who may have no recent work experience and those who may have alternated between periods of paid and volunteer work, such as some soon-to-be college graduates, stay-at-home parents, and those who hadn't intended to return to the workforce but are now looking for work.

Place volunteer experience under "Experience" and, just as you'd state your title, employer, and dates of employment for a traditional position, list your volunteer titles (such as "Volunteer Treasurer" or just "Volunteer") along with sponsoring organizations and relevant dates.

Ideally, these volunteer positions involved a significant time commitment (an average of 5 hours per week, for example, or regular participation over several years), concentrated effort over a certain period of time (planning a major fundraiser over 3-6 months), and/or a major responsibility.

Source: Translating Volunteer Experiences to Workplace Credentials



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ANARÍA ADREAMER & SOCIAL ENTREPRENEUR



I had the amazing opportunity to be a part of an NGO, AIESEC, for five years. AIESEC strives for youth leadership development, based on international and local volunteering by young people. Two years as a volunteer and three years as part of the Colombian and International Board, my experience with AIESEC allowed me to understand the importance of work based on your passion and not on your needs.

When you have the chance to work to develop your own professional skills and competencies, it gives you the opportunity to do your best everyday. When I was a volunteer in Colombia and Russia, I realized that I was working out of love. I did not care about the long hours invested or the different challenges that I faced. I just cared about the impact I was generating. "...AIESEC allowed me to understand the importance of work based on your passion and not on your needs"



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AIESEC is a global platform for young people to explore and develop their leadership potential. It is run by students and recent university graduates. Founded in 1948, AIESEC has engaged and developed over 1,000,000 young people who have been through the AIESEC experience. The organization is now present in <u>126 countries</u>.



Being out of my comfort zone, working with limited resources, having short and longerterm goals, and being empowered by a big leadership network, allowed me to enhance my professional education while I was also studying at University. Sometimes I felt that I was able to apply the knowledge acquired at University in real life situations. Other times, I felt like I was learning more through the volunteering program than from school.

Skills development was something that AIESEC offered me as a benefit from the very beginning. I proved that I developed those skills when I started my professional career, where I was working with other employees and other companies. I realized that I am not just working for the money but am also purpose-driven. I have an entrepreneurial outlook, a global mindset, and a demand for excellence. I am solution-oriented, self-aware, and proactive to learning. I believe in social responsibility and have the emotional intelligence to handle difficult situations. I continue to learn and improve my skills, and I constantly utilize them in my professional life. Being part of the volunteer community and identifying myself as a volunteer has given me the courage and the empowerment to want to make a big change in the world. It has helped me to truly believe that I can be a agent of change and that it is possible to create a better world. Without my experience in AIESEC, I would not be the dreamer and social entrepreneur that I am today.

ACTING AS AN INTERMEDIARY

Another role that NGOs can have in helping youth transition from a volunteer situation to paid employment is by serving as an intermediary between youth volunteers and other local NGOs and businesses with whom you have a partnership.

In helping to broker those community relationships, the Skills Assessment Form will be helpful, along with the volunteers' most current CV.

NGOs can assist youth seeking employment by helping them translate their volunteer experiences and additional skills gained to their CV.

EXAMPLE #1

If you had a youth volunteer utilizing social media activities on behalf of your organization then the skills on their CV would list that aspect as a hard skill such as Social Media Specialist or Community Relations.

EXAMPLE #2

If you had a youth volunteer organizing records or answering telephones then their title on a resume should be listed as clerical duties.

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SHARE YOUR STORY

You have learned about how other NGOs value of youth volunteer experience in their organizations. You've also learned about the specific skills youth gain while volunteering, that can be applied for future job opportunities. You have the opportunity to make a difference in the lives of young people and leverage a good employee in your own or any other NGO or corporation. You now need to assess your NGO's policies and practices on developing youth volunteer positions and conducting necessary outreach to recruit these young people. You also need to provide the needed support to allow youth to grow and gain additional experience in their volunteer assignments. Lastly, share in the youth volunteers' growth towards a promising future and know that your NGO made that possible. As you move through this process please share your story with info@iave.org.

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HANDBOOK: Youth Volunteering as a Pathway to Employment For Corporations

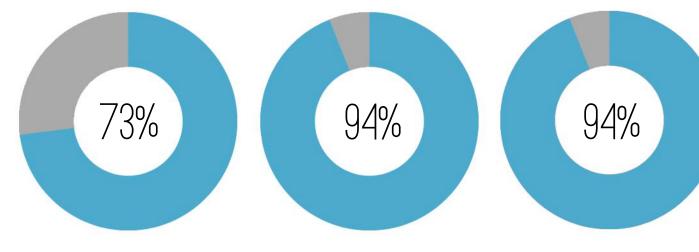


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A survey carried out by TimeBank through Reed Executive showed that in 200 of the UK's leading businesses:



73% of employers would recruit a candidate with volunteering experience over one without it.

94% of employers believe that volunteering can add to and improve skill sets. 94% of employees who volunteered to learn new skills have benefited either by getting their first job, improving their salary, or being promoted.



"Volunteerism can be a way to help unemployed workers expand their network of contacts, improve their resumés, and make a positive impression in a competitive job market." Hilda L. Solis, U.S. Secretary of Labor

Almost half of the current global population is under the age of 25.

There are 1.2 billion young people in the world today, and the next generation of youth will be half again as large, numbering 1.8 billion!

Youth hold the key to society's present and future: they are actively engaged in the development of their societies in a vast range of actions.



Volunteering enables people to play a fuller and more satisfying role in the lives of their communities and societies*.

Young people, a group with unique characteristics and important challenges, represent a huge potential for development. There is an urgent need to build on this potential and to open doors to all forms of participation, including volunteering, an activity present in the lives of youth worldwide.



† Young people today, and in 2015, UN World Youth Report 2005 *Universal Values for Global Well-being, 2011 UNV State of the World's Volunteerism Report.



HANDBOOK: YOUTH VOLUNTEERING AS A PATHWAY TO EMPLOYMENT CORPORATION UNIT | 2 WHY INCLUDE VOLUNTEERING AS AN ASPECT TO REVIEW IN AN INTERVIEW PROCESS?

Youth are now entering the workforce with expectations of Corporate Social Responsibility (CSR) campaigns, **volunteer engagement** and opportunities for employees to participate. Growing corporate volunteer programs must effectively **engage youth and service**, whether youth as employee service leaders or as community beneficiaries of service.



When it comes to employment, volunteering becomes a route by which young people can improve their employment prospects by **enhancing jobrelated skills**. Results are visible: the vast majority of employers who employ former volunteers said that they are satisfied with their performances.[†]

EXAMPLES



Problem Solving & Decision-Making



Teamwork



Communication Skills



Understanding Diversity

[†] Deloitte 2010 Volunteer Impact Surveys



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"Young people today are engaged global citizens. They serve and possess a strong sense of commitment toward social issues. They are more aware of the world around them, and about issues where they can have a direct impact. Young people seek out ways to leverage their skills, their interests and their networks to create real results. They approach the workplace with these same great qualities of skill development, personal networking and ways to change the world. It is important to them to work for a company that can provide a place for those qualities to flourish."

Diane Melley VP, Global Citizenship Initiatives at IBM





98%

80% of 18-26 year olds believe that volunteering is a way to develop problem solving, decision making and negotiation skills. **98%** believe companies should offer skills based volunteer opportunities



74% believe volunteering should be used for professional development



63% prefer to work for a company that offers volunteer opportunities that use their professional skills.

Source: Deloitte 2010 Volunteer Impact Surveys



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AN INCLUSIVE HIRING PROCESS

From learning new skills and improving existing ones to meeting new people and boosting creativity, hiring managers and major corporations have realized the professional and personal benefits potential employees can experience through giving back. There is a need to make the hiring process much more inclusive and detailed on different type of activities that a future employee has participated in.

A deeper understanding of the volunteer activities a candidate has engaged in, allows the employer to have an overall knowledge of the profile of the future employee, not only on a professional level, but also matters related to social commitment and contest knowledge.



HOW TO DO IT?

When considering volunteering experience, some of the questions that can be asked when interviewing a prospect employee are:



- Name and nature of the organization or initiative the candidate volunteered for.
 - Duration of volunteer's commitment.
 - His/her role.
 - What the work was in regards to.
- ➡ What was learned from the experience.
 - What were his/her main achievements.

RINA SHUBINACHOOSING YOUR CAREER PATH





by a youth organization in my hometown. During my first year with the organization the Youth Council of the City of Yaroslavl (YCCY), I was involved as a volunteer. Students within the organization participated in many different and interesting projects in the field of ecology, social work and sports. After a year with YCCY, I understood that I was capable of starting an initiative myself. I became the leader of my own project to develop a learning game for

My professional development began with volunteering. I was 14 years old and did not know what I wanted to do in my future and whom I wanted to be as a professional. By

chance, I attended one of the meetings hosted



students. I even received a small grant to fund this project.

This first project influenced and helped me choose a university and my field of interest. During my five years at the University, I was involved with Protection of the Rights of Students, an organization that educated and trained student activist's organizations. My involvements with the organization taught me how to organize events, present ideas, negotiate, work with others (both with the University administration and the student body), and manage project resources.

Thanks to my volunteer experiences, I had no doubts about what I wanted to do professionally after graduating. I believe volunteering can help you choose what you want to do professionally more conscientiously. You understand and analyze the purpose and value of your actions.

I now work in the project management field, organizing education programs and large international forums. I lead a team of 50 people and have managed events with over 50,000 participants, organized only within a few days.

In the future, I hope to develop educational programs and projects for volunteers, as well as organize interesting city wide events.







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AN INTERESTING EXAMPLE TELEFONICA'S THINK BIG PROGRAM



Think Big is Telefónica's way of helping young people in Europe to be better prepared for their professional and personal futures by developing entrepreneurial and digital skills through "learning by doing".

Think Big is one of the best examples of how Telefónica puts into practice its mission to open the possibilities of technology to everyone and to contribute to removing barriers between people and their possibilities.

This program, aimed at young people age 13-25, is about innovation and entrepreneurship. It seeks to contribute to the development of a more entrepreneurial and more digital Europe, with the idea that young people are the foundation of social change, through leadership and responsibility for their own projects.



WORKING AT STARBUCKS

"We are looking for people, whether it would be on the corporate side and/or in our stores, that act aligned to our core mission and values: to inspire and nurture the human spirit, one person, one cup and one neighborhood at a time."

Some of our values that we really believe are critical to our success as a company and to living that mission are:

CREATING A CULTURE OF WARMTH AND BELONGING where everyone is welcomed,



ACTING WITH COURAGE,

BEING PRESENT and connecting with transparency, dignity and respect, and

DELIVERING OUR VERY BEST

in everything that we do.

Those are the qualities that we are looking for when we are searching for future partners to join the company.

Lisa Price VP Partner Resources US



WHAT IBM IS LOOKING FOR

"IBM has a robust college recruitment strategy. The strategy not only includes the typical components – CV/interviews – but also includes components of who IBM is as a company, and what IBM does to support the communities where we live and work. IBM knows that young job seekers are making career decisions on whether to come to a company on more than its business results and their ability to find fulfilling work. They are seeking companies that have a strong sense of community, that provide unique leadership programs, and that stay true to its values.

At IBM, our community work has been tightly integrated with our company's values since our inception. IBM strongly supports community through its skills based volunteerism and pro bono leadership service programs. These programs allow all employees access to leadership development, increased networking and the ability to make real impact in communities throughout the globe. IBM's support of employees' volunteerism has resulted in almost 20M hours of recorded service in the last decade alone."

IBM has three core values that drive our company. We look for these values to be demonstrated by our employees – current and future – in many ways. When interviewing, we also seek ways to see the following values, in action, in possible job candidates:

DEDICATION: TO EVERY CLIENT'S SUCCESS

INNOVATION THAT MATTERS: FOR OUR COMPANY AND FOR THE WORLD

TRUST AND PERSONAL RESPONSIBILITY: IN ALL OUR RELATIONSHIPS

Diane Melley VP, Global Citizenship Initiatives





THE SKILLS OF^{*} VOLUNTEERS

Research conducted by the Department of Education and Skills of UK's National Youth Agency defines the skills that a youth volunteer can learn in and categorizes them into three groups:

PERSONAL SKILLS

INTERPERSONAL SKILLS

UNDERSTANDING OF CONTEMPORARY ISSUES

*IVR (2006) Assessing Voluntary Experiences: A portfolio of skills learned through volunteering, IVR: London

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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:



INTERPERSONAL SKILLS

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





Managing Relationships









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:





society



diversity



Rights & responsibilities







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NABILA AKBAR HUSSAIN A JOURNEY TOWARDS EMPLOYMENT

Volunteering has been instrumental to my journey towards employment. My experience as a volunteer has allowed me to learn about various industries and perspectives, do my part for the community around me, have thought-provoking conversations, challenge myself, and gain new-found friends.

My first foray into volunteering was when I was 17. After completing high school in Malaysia, I found myself with lots of time and little to do. I looked into tutoring at a nearby orphanage, and taught Mathematics and English to 7 - 10 year olds. It was this experience that showed me how a little time and effort could make a positive difference, and how much I could learn from the people and the community around me. After that short stint, I spent two years studying at United World College Costa Rica. My volunteering experience in Costa Rica pushed me out of my comfort zone and allowed me to test my boundaries. Volunteering in a foreign land, in a foreign language required me to quickly adapt and adjust to a new environment while looking for ways to add value to the various volunteering initiatives I was fortunate to organize and participate in. My experiences in wholly unfamiliar territory taught me that there is nothing that genuine effort, good intentions and perseverance cannot overcome - and this lesson has been invaluable in my professional life so far.

Ultimately, volunteering has been a powerful tool in aiding my personal and professional development. On a personal level, it has allowed me to challenge myself, learn and develop in ways that I did not think possible. From interacting with children of incarcerated persons, to running 5 kilometers in a Santa Claus outfit to raise funds, to listening to inspiring speeches by thought leaders; volunteering has exposed me to a diverse range of people, industries and lessons. From a professional perspective, volunteering granted me the opportunity to take my academic experience out of the classroom, and build on my knowledge in a hands-on manner. It was also volunteering that led me towards my current position as Philanthropies Lead at Microsoft Malaysia. After my volunteering experience at Microsoft Malaysia's TechFemme 2015 conference, I reached out to one of the speakers who I found to be particularly inspiring. We kept in touch, and several months later, when a position became available, she kindly notified me. I applied, engaged in the selection process, and now have the privilege of working for one of the world's leading multinational technology companies.







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SHARE YOUR STORY

You have learned about how other corporations look at the value of youth volunteer experience in their hiring decisions. You've also learned about what specific skills youth gain while volunteering that can be applied to future employment. Now you have an opportunity to make a difference in the lives of young people and make a difference in your company. Assess your company's hiring policies and practices and see if volunteer experience is used as part of the hiring protocol. If it is, can it be broadened? If it isn't, how can you introduce the concept? As you move through this process please share your story with **info@iave.org**.



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