

# Employment & Volunteering

## Importance of Employment and Volunteering:

People list various reasons as to why they enjoy working in a full-time or part-time job:

- Regular paycheck for financial security
- Enjoy the activities of the job
- Like who you work with (can be a good way to meet people and make friends)
- Gets you out of the house
- Gives you a regular routine each week
- Feel good about your accomplishments at work (like helping people or seeing the end result of a repaired car at the end of the day)
- Feel proud of being independent and maintaining steady job

Based on your ability, you can work:

- Full-time or part-time, and receive these benefits listed above.

People also list various reasons as to why they may enjoy volunteering in their community. Some of these reasons are similar to why someone enjoys a full or part-time job:

- Enjoy the activities of the job
- Like who you work with (can be a good way to meet people and make friends)
- Gets you out of the house
- Gives you a regular routine each week
- Feel good about your accomplishments in volunteering (like helping people or seeing the end result of a something being repaired at the end of the day)
- Feel proud of being independent and maintaining steady activity
- Can volunteer as much or as little as you are able (flexible schedule)
- Can use volunteer position as a way to transition back to work physically, cognitively and emotionally
- Volunteer position can be a regular, satisfying activity
- Can use volunteering as a way to find out if you like doing that particular job before taking on a paid/permanent position

## Steps to Achieve Employment and Volunteering:

### Employment:

- Identify vocational goal by looking at work history, strengths, weaknesses and interests.
- Develop resume and cover letter.
- Review different types of interviews (exit, lunch/dinner, group, interview in public place, second interview, phone and video interviews).
- Review possible interview questions.

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- Practice interview questions with a friend or family member.
- Search for job openings by:
  - Network with family and friends (the most effective method of identifying potential employers and job openings).
  - Read local newspapers for job openings, new businesses, and what markets are doing well or failing.
  - Conduct informational interviews with people who are in the career or work for the employer you're interested in.
  - Research online.
  - Locate employers in specific field/industry through directories.
  - Check with local Chamber of Commerce for a directory of local employers.
  - Make "cold calls" to local employers to ask if they are hiring.
  - Attend job/career fair or professional association meetings/conferences.
  - Determine if support is needed to work successfully (job coach, family or friend).

## Volunteering:

- Determine if volunteer position will be temporary or permanent placement
- Locate possible volunteer sites of interest or that would allow for exploration of interests
- Determine transportation of getting to volunteer site, hours/days to volunteer, and if any limitations should be considered (physically, cognitively, or emotionally)
- Use the following as possible tools for locating volunteer position:
  - [www.volunteermatch.org](http://www.volunteermatch.org)
  - [www.unitedway.org](http://www.unitedway.org)
  - [www.handsonatlanta.org](http://www.handsonatlanta.org)
- Determine if support is needed to volunteer successfully (job coach, family, or friend)

## **Community Resources to Return to Work:**

- Contact local Department of Labor Career Center for assistance with resume, job search, interview skills, & job placement; [www.dol.state.ga.us](http://www.dol.state.ga.us)
- Contact local Vocational Rehabilitation office through Department of Labor if need assistance to go to work due to a physical, mental, or emotional disability:  
[http://www.dol.state.ga.us/find\\_voc\\_rehab\\_offices.htm](http://www.dol.state.ga.us/find_voc_rehab_offices.htm)
- Contact Hire Heroes for assistance with resume, interviews, or job placement. They assist Veterans with these services; [www.hireheroesusa.org](http://www.hireheroesusa.org); or call (678) 248-8397 at their local office/headquarters in Alpharetta, GA
- Contact local VA office to be set up with Vocational Rehabilitation services to return to work; [www.va.gov](http://www.va.gov) OR explore their website for federal job openings