

## Skills for Success Curriculum Resource Cover Page

### Organization

CESBA

### Curriculum Resource

#### Volunteering

*This course discusses the benefits of volunteering including skill building for employment through volunteer work. This course introduces the concept of civic responsibility, discusses types of volunteering, health and safety and rights for volunteers. Workplace expectations for volunteers is also explored in this course.*

### OALCF Alignment

Competency	Task Group	Level
Competency A -Find and Use Information	A1. Read continuous text	2
Competency A -Find and Use Information	A2. Interpret documents	2
Competency A -Find and Use Information	A3. Extract information from films, broadcasts, and presentations	N/A
Competency B - Communicate Ideas and Information	B3. Complete and create documents	1

<b>Competency C - Understand and Use Numbers</b>	<b>C2. Manage time</b>	<b>1</b>
<b>Competency D - Use Digital Technology</b>	<b>N/A</b>	<b>2</b>
<b>Competency E - Manage Learning</b>	<b>N/A</b>	<b>1</b>

**Goal Paths (check all that apply)**

- Employment
  Postsecondary  
 Apprenticeship
  Independence  
 Secondary School Credit

**Embedded Skills for Success (check all that apply)**

- Adaptability
  Numeracy  
 Collaboration
  Problem Solving  
 Communication
  Reading  
 Creativity and innovation
  Writing  
 Digital

**Notes:**

**Suggested milestones for this course: Milestone 3, 14, 206, 28, 57**



# Volunteering

Includes Answer Guide

## Pathway Pillar – Workplace Literacy

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# Skills for Success: Volunteering

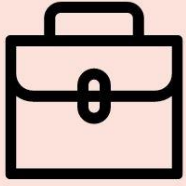


## Lesson 1: Why Be a Volunteer?

Volunteering can be a rewarding experience.

Benefits to becoming a volunteer.

- It is an excellent way to assist with a worthy cause.
- It can be fun!
- You can help create positive change.
- It is a good way to show civic responsibility.
- You can experience the joy that comes with assisting others.
- It is a way for you to learn skills for the workplace.
- It offers networking opportunities when searching for a job.
- If you are working towards high school credits, it can be counted for the community involvement hours you need to get your diploma.
- It can improve mental health and lower stress.



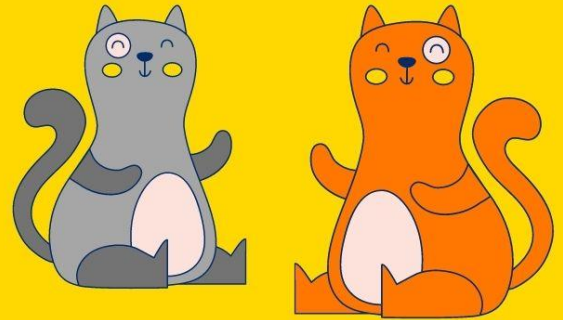
**TRY OUT A NEW CAREER OPTION!**

**DISCOVER NEW SKILLS!**



# Why Be a Volunteer?

**MAKE NEW FRIENDS!**



**IMPROVE YOUR COMMUNICATION SKILLS!**



**FEEL GOOD ABOUT YOURSELF!**

**GET COMMUNITY HOURS FOR HIGH SCHOOL OR COLLEGE APPLICATIONS**



**MAKE YOUR COMMUNITY A BETTER PLACE!**



**HELP OTHER PEOPLE!**

## What is Civic Responsibility?



In this case, the word **civic** describes the duties or activities of people in a town, city, or local area. It comes from the word citizen. Civic responsibility is the understanding that we all should be good citizens and do things to help and support our communities.

In Canada, some examples of civic responsibilities include:

- **Voting** in elections
- Following Canadian **laws** and local **bylaws**
- Being picked for **jury duty**
- Taking care of the **environment and recycling**
- Treating people with **respect**
- **Volunteering**

Volunteering to better your community is considered a part of civic responsibility.

Wanting to help others in your community and to make life better in your local area, are two good reasons to become a volunteer.

**Activity 1: Identify the Civic Responsibility**

Look at the picture below and write what civic responsibility you think is being shown.



1. \_\_\_\_\_



2. \_\_\_\_\_



3. \_\_\_\_\_



4. \_\_\_\_\_



## Work Experience and Transferable Skills

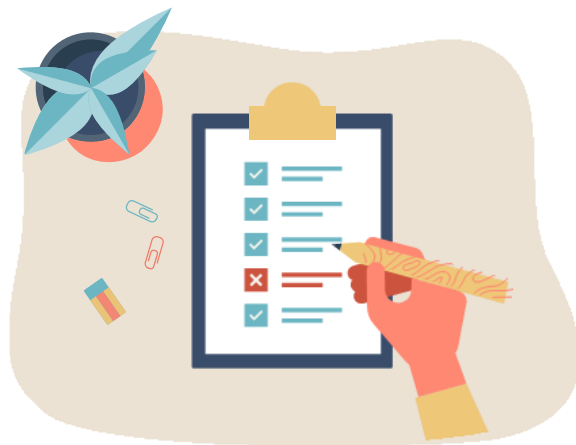
Using the term transferable skill might seem a bit fancy, but it just means that in life you learn skills that you can transfer from one place to another.

A skill that you learn at a volunteer job could be good in the workplace too.

For example: if you volunteer helping with the community garden, the skills you learn there could be used in your own garden at home or with a landscaping company.

Volunteering is a wonderful way to learn new skills. If you know what skills you need for a job, you can volunteer in an environment that offers those skills. This can help you with your goals.

### Activity 2: Which Transferable Skills Should I Work On?



You may be surprised to know that you already have many of the skills that are needed in the workplace. Many of the skills you use at school, volunteering and/or at home are transferable. You can gain skills in one place that you can use in another.

Sometimes, we develop these skills without even knowing it.

You can use the assessment below, to see these transferable skills. It will help you understand what skills you have and what skills you want to work on.

After the assessment, you can talk to your instructor about chances to practice your 'in progress' skills.

1. Check the boxes in the assessment. Check the one you think best shows your abilities.

Use the information below to decide on your answers.

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**YES**

This is a skill that I have used often, and it is one I do well.

**SOMEWHAT**

I have this skill and use it sometimes. I would like to have experiences where I can use it more often.

**IN PROGRESS**

I do not feel confident using this skill. I need more time working on this skill.

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## Communication Skills

	YES	SOMEWHAT	IN PROGRESS
<b>Listening:</b> I listen to what people say and repeat it back to them. I ask questions when I do not understand.			
<b>Perception:</b> I understand why people act and react how they do. I try to really see a situation from someone else's point of view.			
<b>Respect:</b> I respect myself and others. I make sure I am thinking of what is best for everyone always.			
<b>Openness:</b> I am open to new ideas or ones that are different than mine. I like learning new ways to do things.			
<b>Persuasion:</b> People often want to help and support me. People like trying my ideas and plans.			
<b>Speaking:</b> I think of the best way to say things, and I make eye contact. I speak clearly. I am comfortable talking to others.			
<b>Teamwork:</b> I am loyal to my teams and work well with others.			
<b>Leadership:</b> I like to plan projects. I have taken a leadership role in my life and the results have been good.			
<b>Appropriateness:</b> I use the right language in the right place. I am polite and follow the right rules for behaviour in all situations.			

## Self-Management Skills

	YES	SOMEWHAT	IN PROGRESS
<b>Digital:</b> I can use a computer to type and use the Internet and email.			
<b>Time Management:</b> I know how to sort my tasks so that the important ones are done first. I use my time well. I use calendars and planners or write 'To Do' lists to organize my time.			
<b>Problem Solving:</b> I show resourcefulness to solve a problem. I use tools like a Pro and Cons list, and I think problems through before working them out.			
<b>Stress Management:</b> I keep my cool in hard situations. I try not to let personal problems get in the way with finishing tasks.			
<b>Practical:</b> I can use tools or equipment if taught how to do so. I feel comfortable following instructions and directions.			
<b>Client Focus:</b> I deal well with customers or clients. I try to meet their needs and to be helpful and friendly.			
<b>Document Use:</b> I can understand charts that I see online or in books. I can fill out forms and make lists.			

## Personal Skills

	YES	SOMEWHAT	IN PROGRESS
<b>Reliability:</b> I will be there on time. I will check to make sure I have done everything that needs to be done.			
<b>Independence:</b> I am successful at following what needs to be done on my own. I do not feel nervous doing tasks by myself.			
<b>Initiative:</b> If I did what I planned to do then I can easily find something else to work on. I like to figure out ways to do things better and then follow through with my ideas.			
<b>Flexibility:</b> I know sometimes things change and I work with those changes, and I accept them. I like new challenges and am comfortable with them.			
<b>Adaptability:</b> I learn from past mistakes and apply them to “the next time.” I can change how I behave, or act based on what I learn is the more successful way.			

1. What are three skills from this assessment that you would most like to develop? Please include a reason why you would like to improve these skills.

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When choosing a place to volunteer, you can now keep in mind the skills you want to improve – the ones that you would like to learn and transfer to other places. This can help you decide where to go and what to do.

### Activity 3: Spotting Transferable Skills



Molly has been helping at her town’s community kitchen for 2 years. The town gives free lunches to those in need. She has prepared and cooked food, done the dishes and worked at the buffet station where the food is handed out to everyone.

When things are slow in the kitchen, Molly sweeps, cleans counters, and collects the dishes from (busses) the tables.

Last year, the kitchen paid to send all their volunteers to take the safe food handling course.

Molly is friendly towards everyone there. She is always polite.

Molly only misses a shift when she is sick and always arrives at the kitchen early.

Molly is looking for a part-time job and sees an advertisement online.



Please look at the ad on the next page and answer the following questions.

1. Does Molly have the right skills and experience for this job?

Yes, or No? \_\_\_\_\_

2. Which of the jobs in the ad could Molly apply for based on her volunteer experience?

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3. What skills/qualities has Molly shown at the food kitchen that would be good for this job.

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## Salary

\$16.50–\$19 an hour

Part-time positions available, up to 30 hours per week.

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## Full Job Description

We are currently seeking Food Service and Kitchen staff for several roles across the region. This includes Line and Prep Cooks, Dishwashers, Bussers, Greeters and Servers.

We have flexible positions available. Part-time day and night shift options.

We are looking for dedicated, courteous people with at least one year experience in the role to which they are applying. Employees must be willing to clean their work areas after their shifts.

Pay rates generally start at \$16.50/hour with an opportunity to make more quickly.

If you have a great work ethic, good workplace attendance and a love for food, we'd love to hear from you.

Certifications: *Safe Food Handling, Smart Serve* (assets)

Job Types: Part-time

Salary: \$16.50-\$19.00 per hour

- Morning shift (7am-1pm)
- Afternoon shift (12pm-6pm)
- Night shift (5pm-11pm)

Please send resume and cover letter to: [CrystalM@Dining4Life.ca](mailto:CrystalM@Dining4Life.ca)



## Physical and Mental Health Benefits of Volunteering



**Feel valued**

**Feel less isolated**

**Wonderful memories**

**Be more active**

**Reduce Stress**

**Help others**

**Social, make friends**

**Exercise**

**Better mental health**

Many people think of volunteering as a way to help others, but did you know it is also a way to help yourself?

Research has proven that helping as a volunteer has many wonderful health benefits.

Some of these benefits include:

1. A feeling of value that comes from helping others.
2. A chance to make good social connections.
3. Less stress and depression.
4. Increased self-confidence.
6. Getting out in the community and being active.
7. The feeling of accomplishment that comes with learning and trying something new.
8. Better overall physical and mental health.

## Activity 4: Finding Information in a Video

Open your Internet browser (Google Chrome, Microsoft Edge, Safari, etc.) and type in the following web address.

<https://www.youtube.com/watch?v=ns-3y6yqfps&t=114s>

Or go to Youtube.com and search:



### 6 Unusual Benefits to Volunteering Amber Melanie Smiths

This video talks about 6 benefits to volunteering. Please pick the 2 benefits you think are the best. Please discuss why you chose and like these 2 benefits on the lines below.

1. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Volunteering and the Ontario Secondary School Diploma



Ontario students are required to complete 40 hours of community involvement to graduate high school. This can be done through volunteer work.



Mature students ages 18 and over can use volunteer experience on their Senior (grade 11/12) PLAR application.

### What is PLAR?

PLAR stands for Prior Learning Assessment and Recognition. Mature students 18 and over can take PLAR to earn high school credits. The grades 9 and 10 PLAR credits involve assessments to evaluate a student's knowledge of math, English, history, geography, and science. The Senior Equivalent Credit Application (SECA) involves providing certificates and/or information on life experience and learning to get credits that match that experience.

Past volunteer experience is one of the areas that you can include on the SECA, along with courses, certificates, job experience, etc.



## Lesson 2: Choosing to Volunteer

### Steps to Consider Before Volunteering

Deciding on a volunteer path that is right for you is not always easy. You can follow the steps below to help you make your choice.

1. Think of your goals in life.
2. Consider what skills you would like to learn.
3. Decide whether your choice will interest you and select something that you will enjoy.
4. Choose a volunteer path that would fit well with your available time and personality.

### Types of Volunteer Work

#### Sports or Recreation Volunteering



If you enjoy being active volunteering to assist others in sports or recreation might be right for you.

Some examples of his type of volunteering include:

- Working with a local sports' team
- Coaching a child's sports team
- Helping at the local arena
- Running recreational activities at a camp or youth centre

## Greenhouse or Farm Volunteering



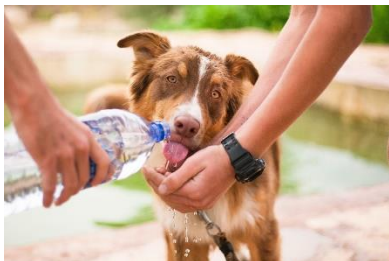
Volunteering at a farm or in a greenhouse is an environment-themed way to apply your skills for the benefit of others. This might include growing and watering plants, fruits, or vegetables, feeding and caring for livestock and helping with daily chores.

## Volunteering with Wildlife Conservation



Wildlife conservation volunteering involves animal care and animal conservation. With wildlife conservation you have an opportunity to protect and help wildlife and their habitats (where they live). You might even get to work educating others on tours or at workshops about the importance of conservation. Some organizations even have foster care programs where you can help an animal recover in your own home.

## Volunteering with Animal Care



This type of volunteering gives you the chance to care for and rescue animals. Animal shelters help and house stray animals. Working in this field could include fundraising for the shelter, cleaning cages, or walking and feeding animals.

## Volunteering with Children



This type of volunteering offers opportunities to develop skills in child education. Some of these opportunities include working in schools or assisting at childcare centres. Working with children can be a rewarding path.

## Volunteering with the Elderly



You might find an opportunity volunteering with the elderly at a retirement home or as a friend for a senior. This is a wonderful way to show your civic responsibility.

## Volunteering to Help the Community



You can find many places to volunteer which focus on making your local area a better place.

Some examples of these would be:

- Assisting at a library
- Joining a festival planning committee
- Helping a free meal program or at the food bank
- Learning new skills at a museum or visitor centre
- Volunteering as a firefighter
- Assisting a telephone help line

## Volunteering for Skills

You can approach businesses or organizations that offer the experience that you need for your future as well and see if they would be willing to take you on as a volunteer.

For example, if you would like to work in an office, talk to places that may need office help and see if they will allow you to volunteer, learn and help their office staff.

Another example of skills volunteering -someone wanting to work in the Canadian entertainment industry may volunteer to help behind the scenes with their local theatre group.



### Activity 1: Types of Volunteering

After reading the information above, provide a volunteer job for each category of volunteering on the next page. The first one is done for you.



Type of Volunteering	Example
Animal care	<i>Walking dogs at an animal welfare shelter.</i>
Volunteering with children	
Community helper	
Assisting the elderly	
Farm or greenhouse work	
Skills volunteering	
Sports or recreation	
Wildlife conservation	

## Activity 2: Doing Online Research



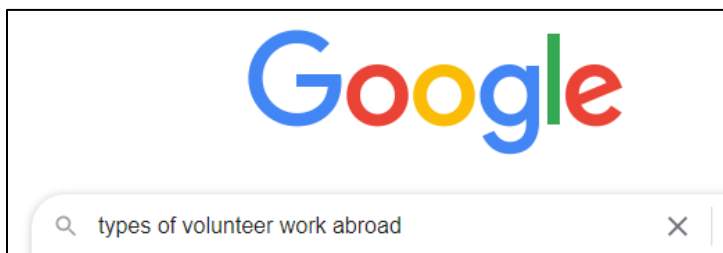
If you want to travel, there are also opportunities to be a global citizen and join volunteer programs throughout the world.

Unlike local volunteering, this can cost money. There may be travel and accommodation costs and some of these programs have a fee to join the organization that must be paid beforehand.



Open your browser (Google Chrome, Microsoft Edge, Safari, etc.)

Use a search engine like Google or Bing to research volunteering abroad or global volunteering options.



Pick 5 options and then list and describe each one on the next page.

## Examples of Global Volunteering (Travel Volunteering)



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### Activity 3: Deciding Between Options

After learning about some of the types of volunteering, which ones do you think would best suit you? Choose 2 types of volunteering and explain why you like these options best. Why do you feel they are good choices for you?

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### Lesson 3: Volunteer Rights and Safety

When working as a volunteer you can be exposed to health and safety issues in the workplace. **Your safety is just as important as a volunteer as it is if you are working a paid job.** Your safety and well-being when participating in volunteer activities is important.

In Section 5 of the Human Rights Code, volunteers are given equal treatment with respect to employment and are protected the same as anyone else in a work-like setting. This means that if you feel you are being treated unfairly at a volunteer job because of culture, race, religion, age, gender identification, etc. that you can report it. No one is allowed to bully or harass you at your volunteer placement.

Be careful and make sure you are only doing activities that you feel are safe at work. Incidents such as being asked to lift objects that are too heavy, not being provided safety gear when needed or being exposed to chemicals should be avoided.

If you get hurt at work, make sure that you report it.

Report all injuries to your supervisor even if:

- you are volunteering with your parent or a family friend
- you feel that reporting will make them think less of your skills and abilities
- you are worried that someone will get mad or worried about what others will think of you
- you think the injury is not serious

## Activity 1: Learning about the 4 Steps to Health and Safety Awareness

Open your Internet browser.


Type the following web address into your address bar:

<https://www.labour.gov.on.ca/english/hs/elearn/worker/foursteps.php>

or search **Worker Health and Safety Awareness in 4 Steps** to find this course online.



Complete the online training and list the 4 Steps below.

Click the play icon  and then the Start button to begin.

### 4 Steps to Worker Health and Safety

1. \_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

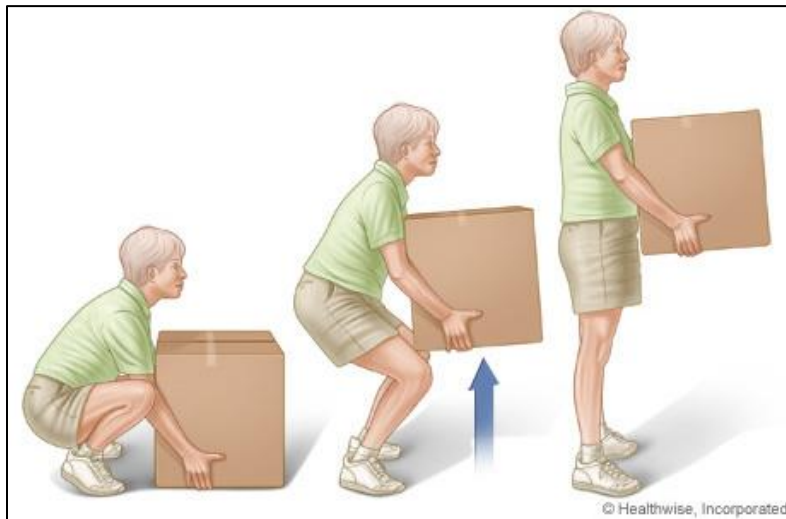
3. \_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

## Proper Lifting Techniques



Follow these tips from My Health Alberta to avoid compressing spinal discs or straining your lower back when you are lifting.

- **Keep a wide base of support.** Your feet should be shoulder-width apart, with one foot slightly ahead of the other (karate stance).
- **Squat down, bending at the hips and knees only.** If needed, put one knee to the floor and your other knee in front of you, bent at a right angle (half kneeling).
- **Keep good posture.** Look straight ahead, and keep your back straight, your chest out, and your shoulders back. This helps keep your upper back straight while having a slight arch in your lower back.
- **Slowly lift** by straightening your hips and knees (not your back). Keep your back straight, and do not twist as you lift.

- **Hold the load as close to your body as possible**, at the level of your belly button.
- **Use your feet to change direction**, taking small steps.
- **Lead with your hips** as you change direction. Keep your shoulders in line with your hips as you move.
- **Set down your load carefully**, squatting with the knees and hips only.



Keep in mind:

- **Do not attempt to lift by bending forward.** Bend your hips and knees to squat down to the object, keep it close to your body, and straighten your legs to lift.
- **Never lift a heavy object above shoulder level.**
- **Avoid turning or twisting your body** while lifting or holding a heavy object.

### Activity 2: Finding Information in Instructions

1. List eight tips for proper lifting?

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

- \_\_\_\_\_
- \_\_\_\_\_

2. Is this the way that you are lifting items now? If not, what will you need to change when lifting items in the future?

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### **Activity 3: Knowing Your Rights**

1. Carlos volunteers at a local thrift store. He works the cash and knows everyone who comes in. He is well-liked by all the customers and loves being there. A new employee that has been hired to help manage the store, removes Carlos from the cash and replaces him with a teenaged volunteer. He tells Carlos he wants someone younger on cash because it will go faster. In your opinion, what is the next step for Carlos?

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2. Priya is volunteering to help build a home with a global organization. While working on the home, she mentions she cannot reach the top of the door frame. The site supervisor tells her to climb a ladder that is rusty and unsteady. What should Priya do?

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#### Lesson 4: Consideration and Volunteering



When you start volunteering, remember to give it the same consideration that you would give to any paying job.

Remember:

- Be on time and show up for your shifts. If there is a schedule, check it often.
- If you are sick or must miss time, let someone in charge know as soon as possible.
- Treat other volunteers with kindness and respect.
- Be a good worker that completes tasks well and on time.
- Listen to your teammates' thoughts and ideas.
- Do not take personal texts or calls if possible, during your volunteer shift. This takes time away from the organization or business.
- Act how you would at a paying job.

# The 5 Soft Skills You Need to Be a Great Volunteer

Here are five soft skills that will help you become a successful volunteer.

## 1. Teamwork.

The ability to work well with others is essential with any job.

## 2. Communication.

You need to be able to communicate effectively with other volunteers.

## 3. Reliability.

You need to be on time and show up when you are expected.

## 4. Flexibility.

The ability to adapt to changes is important in today's world.

## 5. Time Management.

Being able to manage your time and your tasks well.

### Activity 1: Learning from an Infographic

Read the information in the infographic to the left and answer the following questions.

1. What are the 5 soft skills that you need to be a great volunteer?

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2. What can you do to be a reliable volunteer?

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3. Why do you think a scale is used to represent time management in the infographic?

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## Activity 2: Reading a Schedule

Understanding a schedule will help you be on time and show up on the right days.

You can even make yourself a schedule - if one is not made for you.

When gathering information from a table, always look at the title first to learn the subject of the table. Read the column and row headings first in the table. Match up the rows and columns to get information.

For example, move across the row with the subheading Mario until you are under the Saturday column, and you will find that Mario works from 11am-3pm on Saturday.

Volunteer	Thursday	Friday	Saturday	Sunday
Fatima	1pm-3pm	1pm-3pm		
Giovanni	11am-3pm	11am-3pm	11am-1pm	
Harpreet		11am-3pm		11am-3pm
Kaitlynn	11am-1pm	11am-3pm	1pm-3pm	11am-1pm
Mario			11am-3pm	11am-3pm
Stavros			11am-3pm	
Vanessa	11am-1pm			11am-1pm

Answer the following questions based on the River Clean-Up Volunteer Schedule:



1. Which volunteers work on Saturday?

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2. How many hours a week does Mario work? You may use a calculator if needed.

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3. Who works from 11am to 1pm on Sunday?

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4. Fatima likes to be 15 minutes early for her volunteer time, so what time should she show up on Thursday?

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5. What is Giovanni’s schedule this week? How many hours does he volunteer this week in total?

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### Final Task – Researching Options for Volunteering



Getting involved in volunteering is as simple as finding a place you would like to help and then contacting them to ask if they need volunteers. Have at least one backup choice just in case.

Choose and research two places that you might like to volunteer in your community. Fill in the table on page 36 with the information that you find.

This will give you a chance to be prepared when discussing volunteering with a business or organization.

When you decide to contact your choice(s), remember to ask the organization if there are requirements for volunteering with them, for

example some places might require a criminal reference check or references.

In Ontario, volunteers can get free criminal reference checks. You will need a letter from a supervisor where you intend to volunteer to get this for free.

Note: A mission statement can tell you a lot about an organization. A mission statement is used by a business or organization to show its main goals and values. It can be found on a web page usually in the About section.

Examples of mission statements:

**MISSION**

To lead Ottawa in building a humane and compassionate community for all animals.

Credit: <http://ottawahumane.ca/about-us/ohs-mission/>

Our Mission: We Feed Ontario by creating opportunities and solutions, and uniting local food banks to eradicate hunger and poverty

Credit: <https://feedontario.ca/about-us/who-we-are/#vision>

	Option #1	Option #2
Name of event, organization, etc.		
Type of volunteering (See pages 17 to 20) and volunteer job		
Contact information (Address, phone, and/or email)		
Mission statement		
Reason(s) why you might like to volunteer there		
Skills you might learn as their volunteer		
Requirements (what you may need for volunteering)		



**Congratulations! You have finished this course.**

## Skills for Success: Volunteering – Answer Guide

### Lesson 1: Why Be a Volunteer?

#### Activity 1: Identify the Civic Responsibility

Look at the picture below and write what civic responsibility you think is being shown.



1. *Recycling/ Environment*



2. *Jury Duty*



3. *Voting*



4. *Volunteering/ Helping the Elderly*

#### Activity 2: Which Transferable Skills Should I Work On?

*Learner successfully completes the transferable skills assessment.*



1. *Learner lists 3 skills and includes reasons why they want to improve each skill.*

### Activity 3: Spotting Transferable Skills

1. *Yes*

2. *Molly has experience as a prep cook, a busser, and a dishwasher, so she could apply for those jobs.*

3. *Molly is punctual, friendly, and polite. She hardly ever misses work. She has her safe food handling certificate. She has worked at the kitchen for 2 years. She also does some cleaning at her volunteer job. She has prepared food, cooked food, done dishes, served items from the buffet and bussed tables.*

### Activity 4: Finding Information in a Video

*Learner chooses two of these 6 Benefits:*

- *It can lead to a paid job (building skills, managers like hiring people who are community involved and promotes networking)*
- *Health benefits (lower risk of depression, lower heart disease, live longer, and lower stress)*
- *Making friends (connecting to people through volunteering)*
- *Increased likelihood of being promoted at work (practicing leadership, making connections, building skills through volunteering)*
- *More likely to attract a mate (being a good person is attractive)*
- *Helps you realize your goals and try new things*

*Learner chooses 2 benefits and explains why they chose them.*

## Activity 5: Sharing Past Experience

*Learner shares and describes past volunteer experience on the lines provided.*

Sample answer:

*My kids and I cleaned up garbage on Earth Day this year. We joined people in town and went around and cleaned the local park and the parking lot around it. In the summers, my family and I take turns mowing our neighbor's lawn for him. He is elderly and offers us money each time, but we always say no. We just want to help him out. When I was a teenager, I volunteered to build and paint sets for the local theatre for one summer. I helped create the settings for their production of Anne of Green Gables. I made some good friends there.*

## Lesson 2: Choosing to Volunteer

### Activity 1: Types of Volunteering

*Learner offers an example for each type of volunteering. The first one is completed for them.*

Sample answers are shown here:

Type of Volunteering	Example
Animal care	<i>Walking dogs at an animal welfare shelter</i>
Volunteering with children	<i>Helping with a school reading club.</i>

Community helper	<i>Working at a mental health help line</i>
Assisting the elderly	<i>Visiting residents at a retirement home</i>
Farm or greenhouse	<i>Feeding animals on a farm</i>
Skills volunteering	<i>Volunteering in an office to learn office skills</i>
Sports or recreation	<i>Being the score keeper at the junior hockey games</i>
Wildlife conservation	<i>Fostering animals for Ontario Wildlife Rescue</i>

## Activity 2: Doing Online Research

*Learner uses the Internet to look up 5 volunteer activities to do abroad.*

Some sample examples:

*Greenpeace International*

*Habitat for Humanity – Global Village*

*GVI Wildlife Conservation in Africa*

*Teaching English as a Second Language to children in different countries*

*Animal or Marine Conservation in various countries*

### Activity 3: Deciding Between Options

*Learner chooses two of the types of volunteering shown in the lesson and explains why these two are best suited to them.*

### Lesson 3: Volunteer Rights and Safety

#### Activity 1: Learning about the Health and Safety Awareness

4 steps:

*Get on board*

*Get in the know*

*Get involved*

*Get more help*

#### Activity 2: Finding Information in Instructions

- *Keep a wide base of support*
- *Squat, bending at knees and hips*
- *Keep good posture*
- *Slowly lift*
- *Hold the load as close to your body as you can*
- *Use your feet to change direction*
- *Lead with your hips*
- *Set down your load carefully*

*2. Learner shares if this is how they lift items now and if not, what changes they will make to how they will lift objects in the future.*

### Activity 3: Knowing Your Rights

- 1. Answer should reflect that Carlos is being mistreated because of his age at his volunteer job. Marking the learner's proposed next step to solve this problem is at the discretion of the marker.*
- 2. Answer should reflect Priya's situation not being safe and that she should not climb the ladder because it is unsteady.*

### Lesson 4: Consideration and Volunteering

#### Activity 1: Learning from an Infographic

- 1. The 5 soft skills are teamwork, communication, reliability, flexibility, and time management.*
- 2. A reliable volunteer is on time and shows up when expected.*
- 3. Sample answer: The scale is used to represent time management because time management means working hard to balance tasks and activities.*

#### Activity 2: Reading a Schedule

- 1. Giovanni, Kaitlynn, Mario, and Stavros all work on Saturdays.*
- 2. Mario works 8 hours a week.*
- 3. Vanessa and Kaitlynn work from 11am-1pm on Sunday.*
- 4. Fatima needs to be there at 12:45pm.*
- 5. Giovanni's schedule is Thursday 11am-3pm, Friday 11am-3pm and Saturday 11am-1pm. He works 10 hours this week.*

## Final Task – Researching Options for Volunteering

### *Sample answer*

	Option #1	Option #2
Name of event, organization, etc.	<i>Annual Celtic Festival</i>	<i>Town Library</i>
Type of volunteering (See pages 17 to 20) and volunteer job	<i>Community Perform music, work entrance</i>	<i>Volunteering with children Tutoring youth in math</i>
Contact information (Address, phone, and/or email)	<i>613-555-2444 celticfest@localtown.com</i>	<i>12 George Cres, Smallville 613-555-2976 marionlibrarian@locallibrary.ca</i>
Mission statement	<i>To promote, celebrate and develop Celtic culture in the community</i>	<i>The town library’s mission is to promote education, and information to all residents of our great town and surrounding areas. We are dedicated to fostering a love of reading and promoting the use of information and communications technology.</i>
Reason(s) why you might like to volunteer there	<i>I am a musician and I love music. I am also proud of my Irish heritage.</i>	<i>The library is looking for volunteer math tutors. I think I might want to become an educational assistant and work helping school children. This might be an effective way to start small and see if I would like it.</i>
Skills you might learn as their volunteer	<i>Serving festival clients, customer relations, taking tickets, helping others, and becoming comfortable performing for others.</i>	<i>Working with children, patience, problem solving, teaching skills, flexibility, reliability</i>
Requirements (what you might need) for volunteering	<i>N/A</i>	<i>Criminal reference check References</i>