Career Services Support

Assist students with resume writing, cover letter writing, or practicing their mock-interview skills. Students may be in high school, enrolled in a college program (both traditional and/or non-traditional), or already in the work force.

THIS IS THE POSITION FOR YOU IF YOU (REQUIREMENTS):

- Have expertise conducting interviews or recruit, hire, and manage staff
- Have expertise in reviewing or writing resumes and cover letters
- Possess the ability to give kind, encouraging, and instructive advice on how to improve verbal, non-verbal and written communication
- This role is not open to undergraduate level volunteers

WHAT CAN YOU EXPECT FROM YOUR ROLE?

Duties include:

- Facilitating a virtual meeting using a platform such as Zoom, WebEx, or Google Hangouts
- Engaging your student in conversation about their career aspirations
- Asking questions to discover how the student would like to be supported
- Reviewing existing documents such as resumes or cover letters
- Discussing suggestions verbally and providing written notations for use by the student after the support session has concluded
- Writing a synopsis of the support session and forwarding the information to the Volunteer Coordinator

Your benefits:

- An opportunity to get to know someone you may not otherwise have met
- A chance to pay-it-forward by offering sound advice you wish you’d had at an earlier age!
- The satisfaction of knowing you helped a student become more confident in their abilities.

Your value to On Point for College:

- Assist Career Services staff in helping students with non-urgent needs
- Providing a service to our students that will prepare them for the professional world
- Giving our students a positive experience with a member of our community

OTHER INFORMATION

Time commitment: Typically 1-2 (1-1.5 hour) sessions per student, depending on the level of need
Schedule: Support sessions can take place at any time that is convenient for the volunteer and the student
Supervision: This is a remote role – all feedback must be emailed to the Volunteer Coordinator
Level of need: Opportunities become available based on student demand
Role commitment: The ideal tutor is able to support 1-4 students per year, as needed
Mentoring

Become part of a mentoring community based upon intentional partnerships and get matched with a student based upon mutual interests. Communicate monthly using virtual technology and new conversation starters provided by OPFC. Students may be in high school, enrolled in a college program (both traditional and/or non-traditional), or already in the work force.

THIS IS THE POSITION FOR YOU IF YOU (REQUIREMENTS):

- Mentors must be at least 30 years of age
- Enjoy working one-on-one with students
- Possess the desire to provide meaningful personal and professional support
- Are willing to learn, listen, and communicate openly about personal successes and/or failures
- Mentors must possess a high level of emotional availability and professional experience

WHAT CAN YOU EXPECT FROM YOUR ROLE?

Duties include:

- Facilitating a monthly virtual meeting using a platform such as Zoom, WebEx, or Google Hangouts
- Engaging your student in conversation about their personal and professional aspirations
- Asking questions to discover how the student would like to be supported
- Assisting the student in creating a plan for success and working to hold them accountable to their goals
- Keeping the Volunteer Coordinator updated on your progress and activities, challenges and/or concerns

Your benefits:

- An opportunity to build a relationship with someone who is invested in learning
- A chance to help a student discover more about who they are, where they want to go in life, and how to get there
- The satisfaction of knowing you helped a student learn how to leverage opportunity

Your value to On Point for College:

- Assist program staff in keeping students engaged with OPFC and on-track for graduation
- Free up program staff to focus on providing technical advising assistance to students

OTHER INFORMATION

Time commitment: A minimum of 1 hour per month for 6 months
Schedule: Mentoring sessions can take place at any time that is convenient for the mentor and mentee
Supervision: This is a remote role – all feedback must be emailed to the Volunteer Coordinator
Level of need: There is often a wait time to be matched with a mentee
Role commitment: Mentors are expected to honor their obligation to their mentee once matched and may not receive another match if they need to back out of their role as mentor once it is assigned
Phone Outreach

Event announcements: i.e. we have some events coming up that might be good for you to attend...
Wellness calls: i.e. how are classes going, would you be interested in having a mentor?

THIS IS THE POSITION FOR YOU IF YOU (REQUIREMENTS):
- Enjoy talking on the phone and/or are comfortable leaving voicemails
- Are looking for a flexible volunteer role
- Possess the ability to submit electronic (typed) feedback to OPFC staff
- Are willing to listen to students, ask questions about how OPFC can best support them and/or share information about upcoming OPFC events
- This role is not open to undergraduate level volunteers

WHAT CAN YOU EXPECT FROM YOUR ROLE?
Duties include:
- Calling each student 1 time only (texts are suggested first, but not required)
- Having an organic conversation in which script questions are answered to the best of your ability
- Requires the use of a personal mobile phone/texting capabilities (if desired) or a landline
- Submitting electronic (typed) feedback to OPFC staff

Your benefits:
- A chance to encourage a student to seek out learning opportunities by attending workshops and events relevant to their life
- An opportunity to let a stranger know that someone cares about their well-being

Your value to On Point for College:
- Outreach calls assist program staff in triaging student needs and alert us to students who need to give staff their updated contact information
- Support program staff in their effort to keep students engaged in the program and keep them moving towards graduation

OTHER INFORMATION
Time commitment: Event calls: 25 per month (typically last less than 5 minutes) vs. wellness calls: 60 per quarter (typically last 5 – 10 minutes when students answer)
Schedule: Calls may be made in accordance with volunteer schedules
Supervision: This is a remote role – questions can be directed to the Volunteer Coordinator while feedback goes to members of programming staff
Level of need: Event announcements (high) vs. wellness calls (medium)
Role commitment: The ideal phone outreach volunteer will assist with 2 sets of wellness calls or 4–6 sets of event announcements per calendar year
On Point for College Volunteer Program
Volunteer Role Reference Guide

Student Transportation
OPFC is dedicated to providing students without immediate access to reliable transportation with the opportunity to attend colleges and universities outside of their hometown. Staff and volunteers come together at peak times throughout the academic year to make this vital resource a reality.

THIS IS THE POSITION FOR YOU IF YOU (REQUIREMENTS):

- Drivers must be at least 25 years of age
- Driver must possess a valid driver’s license and provide a copy to the Volunteer Coordinator
- Drivers must provide proof of insurance to the Volunteer Coordinator
- Want to assist in an area of high need

WHAT CAN YOU EXPECT FROM YOUR ROLE?
Duties include:

- Providing transportation to students at peak times of year (start/ end of semester/ college breaks)
- Volunteers may offer to help carry student’s personal belongings, but it is not required

Your benefits:

- A chance to engage students in casual conversation and learn about their life, background, or future aspirations
- Satisfaction knowing you helped a student in accessing education (without this reliable service, college options for many of our students would be greatly reduced)

Your value to On Point for College:

- On average, OPFC provides approximately 500 rides to 100-150 students enrolled in an educational program across NYS
- Volunteers aiding in this service frees up staff to focus on their day-to-day activities

OTHER INFORMATION
Time commitment: Length of rides vary based on starting location and final destination, but frequently include travel to Buffalo, Rochester, Oswego, Potsdam, Long Island, St. Lawrence, Alfred and more
Schedule: Volunteers select rides based on personal preference criteria such as length of ride, location etc.
Supervision: The Volunteer Coordinator is available via phone in the event of questions or concerns
Level of need: Very high – especially the Sunday following Thanksgiving
Role commitment: Ideal driver commitment would include 6 rides per year, 3 at a minimum
Virtual Tutoring
Assist students by providing semester long assistance on course material, preparation for an exam, or help with an individual assignment.

THIS IS THE POSITION FOR YOU IF YOU (REQUIREMENTS):
- Enjoy working with students one-on-one
- Can assess a student’s current level of learning and adapt teaching styles to match their abilities
- Prior teaching/ tutoring experience or professional mastery of the subject

WHAT CAN YOU EXPECT FROM YOUR ROLE?
Duties include:
- Facilitating a virtual meeting using a screen sharing platform such as Zoom, WebEx, or Google Hangouts.
- Engaging your student in conversation about areas they are struggling to understand – i.e. understanding course lectures, assigned reading, how to get started on a project/ assignment etc.
- Submitting electronic (typed) feedback to OPFC staff.

Your benefits:
- Satisfaction of seeing a student gain confidence in their ability to understand course material
- The rewarding feeling that comes from seeing a student’s excitement when they see an improvement in their grades!

Your value to On Point for College:
- Past tutors have helped students earn passing marks in courses thought (or had been told) they would never do well in. Other students have gone on to pass entrance exams for nursing and/ or certification programs.
- Through this service, students gain confidence in their ability to learn, developing strong study and/ or critical thinking skills.

OTHER INFORMATION
Time commitment: Typically 1-1.5 hour weekly sessions per student for the length of a semester, depending on the level of need
Schedule: Support sessions can take place at any time that is convenient for the volunteer and the student
Supervision: This is a remote role – all feedback must be emailed to the Volunteer Coordinator
Level of need: Opportunities become available based on student demand but peak at the start of each semester typically in subjects such as algebra, chemistry, biology, and/ or nursing exam prep
Role commitment: The ideal tutor is able to support 1-4 students per year, as needed