
On Point for College Volunteer Program

Volunteer Role Reference Guide

Career Services Support

Assist students in preparing for employment (or seeking new employment) by conducting a resume/cover letter or mock-interview support session.

THIS IS THE POSITION FOR YOU IF YOU:

- Have expertise conducting interviews or recruit, hire, and manage staff.
- Have expertise in reviewing or writing resumes/ cover letters.
- Possess the ability to give kind, encouraging, and instructive advice on how to improve verbal, non-verbal and written communication.

WHAT CAN YOU EXPECT FROM YOUR ROLE AS A CAREER SERVICES SUPPORT VOLUNTEER?

Duties include:

- Facilitating a virtual meeting using a screen sharing 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 making 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” student needs.
- Free up Career Services staff to focus on engaging students in programs such as Grid for Good and the OPFC Youth Employment Program.
- Providing a service to our students that will prepare them for the professional world and giving them a positive experience with a member of our community.

HOW DO I GET STARTED?

Become a volunteer: www.opfc.cc/volunteer

Requirements: This role is not open to undergraduate level volunteers.

Training: Career Services Support Training – held monthly via Zoom.

Commitment: Single sessions. Opportunities become available based on student demand.

Supervision: Direct Supervision by the Volunteer Coordinator.

Shifts: Sessions usually last 45 minutes to an hour and may be scheduled anytime.

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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.

THIS IS THE POSITION FOR YOU IF YOU:

- Are at least 25 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

WHAT CAN YOU EXPECT FROM YOUR ROLE AS A MENTOR?

Duties include:

- Facilitating a monthly virtual meeting using a screen sharing 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.
- Speaking with the Volunteer Coordinator monthly to provide a progress report, share successes, and address 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 advocate for themselves.

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.
- Providing a service to our students that will help them learn how to leverage opportunity and give them a positive experience with a member of our community.

HOW DO I GET STARTED?

Become a volunteer: www.opfc.cc/volunteer

Requirements: an additional interview is required to become a mentor.

Training: Independent Training and the Mentor Program Launch (held quarterly via Zoom).

Commitment: Six months. Opportunities become available based on student demand.

Supervision: Direct Supervision by the Volunteer Coordinator and Co-Director of Programming.

Shifts: Hour long virtual meetings, held monthly. May be scheduled according to volunteer and student schedules.

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Phone Outreach

Monthly: Assist with event announcement calls (We have some events coming up that might be good for you to attend because...)

Quarterly: Assist with wellness check-ins (How are classes going, would you be interested in having a mentor?)

THIS IS THE POSITION FOR YOU IF YOU:

- Enjoy talking on the phone and/ or are comfortable leaving voicemails.
- Are looking for a flexible volunteer role or want something to do before other opportunities become available.
- 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

WHAT CAN YOU EXPECT FROM YOUR ROLE AS A PHONE OUTREACH VOLUNTEER?

Duties include:

- Calling each student one time only (texts are suggested first, but not required).
- 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 updated contact information.
- Support program staff in their effort to keep students engaged in the program and keep them moving towards graduation.

HOW DO I GET STARTED?

Become a volunteer: www.opfc.cc/volunteer

Requirements: This role is not open to undergraduate level volunteers.

Training: Phone Outreach Training – held monthly via Zoom.

Commitment: Monthly or Quarterly.

Supervision: Monthly (Career Services Advisor) or Quarterly (Lead Advisor in Syracuse or Utica).

Shifts: Calls may be made in accordance with volunteer schedules. Approximately 1-2 hours per week.

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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:

- Are at least 25 years of age.
- Want to assist in an area of high need.
- Prefer to volunteer one-on-one/ in-person.
- Are interested in mentoring, but have limited capacity to take part in the mentoring program.

WHAT CAN YOU EXPECT FROM YOUR ROLE AS A STUDENT TRANSPORTATION VOLUNTEER?

Duties include:

- Providing transportation to students at peak times of year (start/ end of semester and college breaks/ holiday weekends).
- 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.

HOW DO I GET STARTED?

Become a volunteer: www.opfc.cc/volunteer

Requirements: Submit driver's license copy and proof of car insurance to the Volunteer Coordinator.

Training: Student Transportation Training – available on-demand.

Commitment: Seasonal. Opportunities become available based on student demand.

Supervision: Direct Supervision by the Volunteer Coordinator.

Shifts: Volunteers select rides based on personal preference criteria such as length of ride, location etc.

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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:

- Enjoy working with students one-on-one.
- Can assess a student's current level of learning and adapt teaching styles to match their abilities.
- Have expertise in high-need subject areas such as: algebra, chemistry, biology, and/ or preparing for the NYS nursing exam.

WHAT CAN YOU EXPECT FROM YOUR ROLE AS A VIRTUAL TUTOR?

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.

HOW DO I GET STARTED?

Become a volunteer: www.opfc.cc/volunteer

Requirements: Prior teaching/ tutoring experience or professional mastery of the subject.

Training: None

Commitment: Generally the length for a semester (depending on the level of need). Opportunities become available based on student demand.

Supervision: Direct Supervision by the Volunteer Coordinator.

Shifts: Sessions usually last 45 minutes to an hour and may be scheduled anytime.