



Westchester Institute  
for Human Development

<https://www.wihd.org>

*Welcome!*

Community Support Network Transition Institute 2022

# Transition Life Skills to Community Service Skills to Promote Job Readiness.

WIHD CSN Transition Institute

January 21, 2022

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Manager, RISE Program  
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[www.volunteernewyork.org/rise](http://www.volunteernewyork.org/rise)



# Session Goals

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- Understand connections between life skills, community service skills and job readiness skills.
- Value the importance of building relationships and making community connections.
- Learn about Volunteer New York! resources to support your volunteer goals.



We Serve Lower Hudson Valley

<https://www.volunteernewyork.org/>

Westchester

Rockland

Putnam County

Points of Light Global Network.

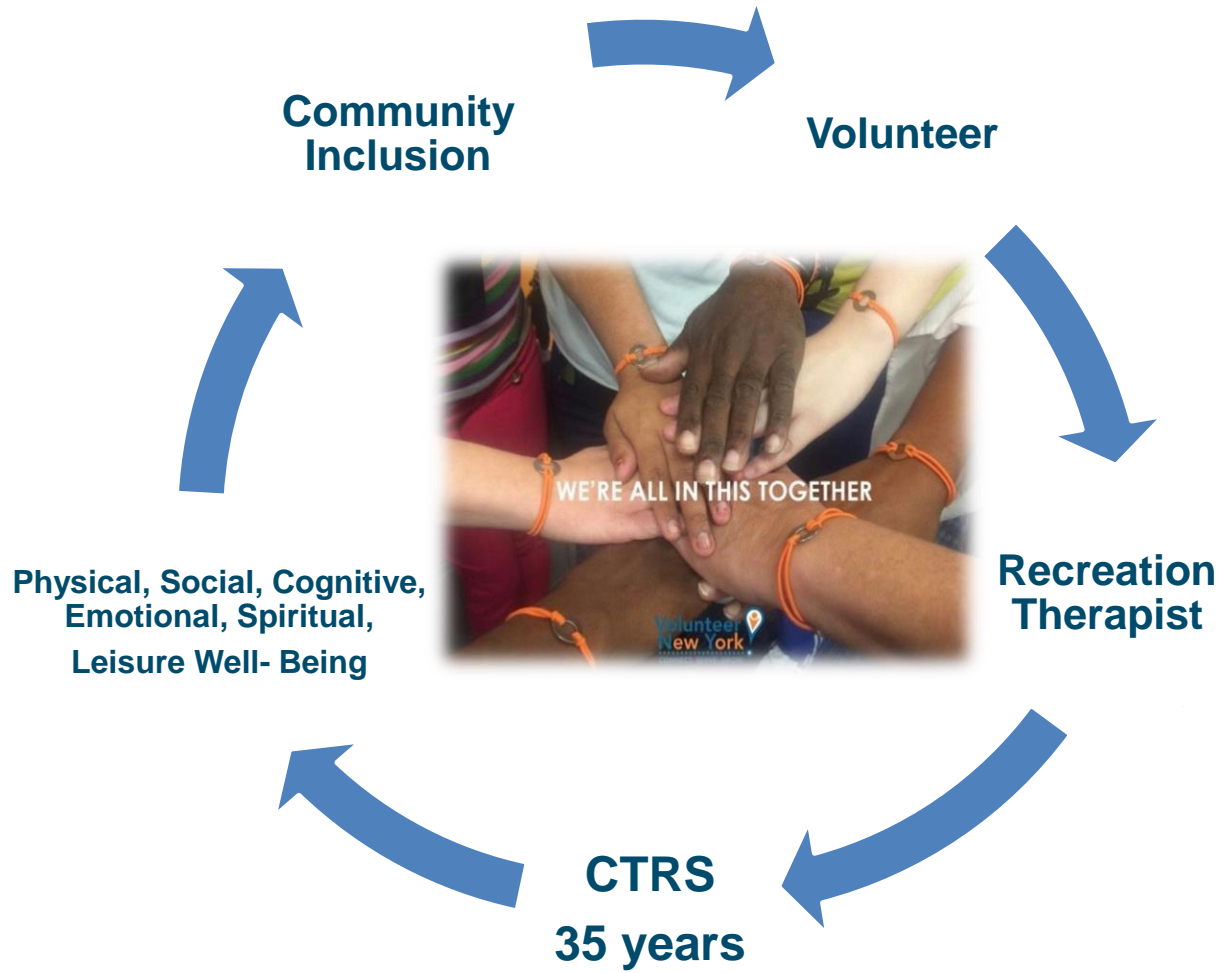
<https://www.pointsoflight.org/global-network>



We encourage adults to serve, youth to build character, families to bond, young professionals to lead, mature adults to share their wisdom, and businesses to support our community.

Last year we inspired more than **35,000** volunteers who contributed over **395,000 hours of service** to **500 local nonprofits** at a value of over **\$12.6 million** to our community.

# Patti Colombo M.S. CTRS



# Google Forms

I've invited you to fill out a form:

Pre-Survey Transition Life Skills to Community Service Skills to Promote Job Readiness.

Pre Survey

**FILL OUT FORM**

**Click link Below or scan QR code with cell phone camera**

<https://forms.gle/AmkbEZyWX619h1Pb6>



# Volunteer...Community Service... Internships Are they the same ?

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- Non-profit vs for-profit business -**DOL Regulations**  
**Volunteer with nonprofit- but NOT for a business**
- Paid/Unpaid Internships – Academic learning support for credit, vocational training programs.  
**Available in both nonprofit and businesses**
- All offer opportunities for Career Exploration, Job Readiness & Skill Development.
- All require commitment & similar placement process: application, interview, references, goal oriented, performance evaluation.

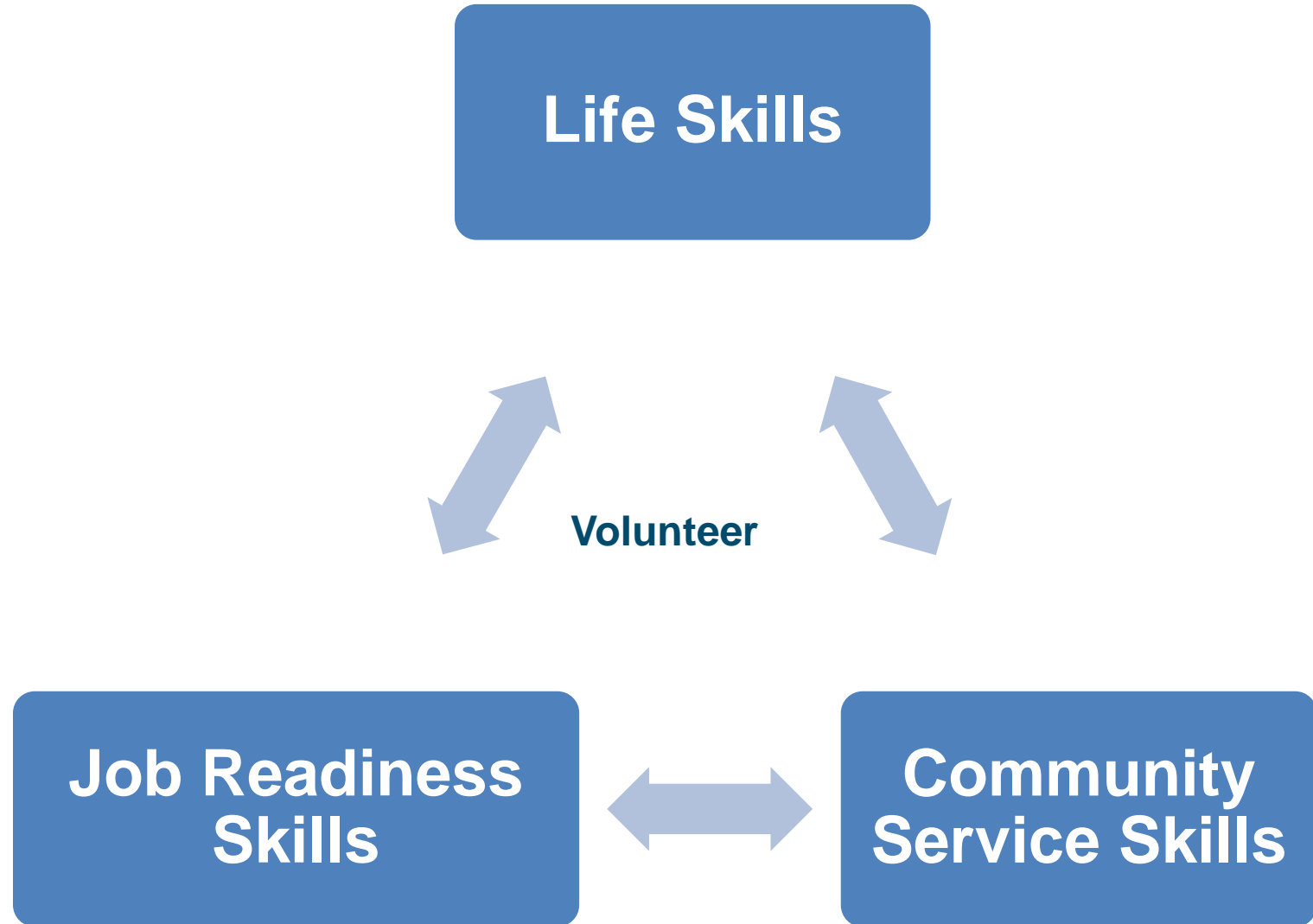


# Benefits of Volunteering

- Expands your Network
- Explore Career Options & Gain Work Experience.
- Build your Resume
  - Job Skills
  - Potential Reference
- Adds Life-Balance, Engage in Meaningful Activities in your Community.
- Boosts Self Esteem & Confidence



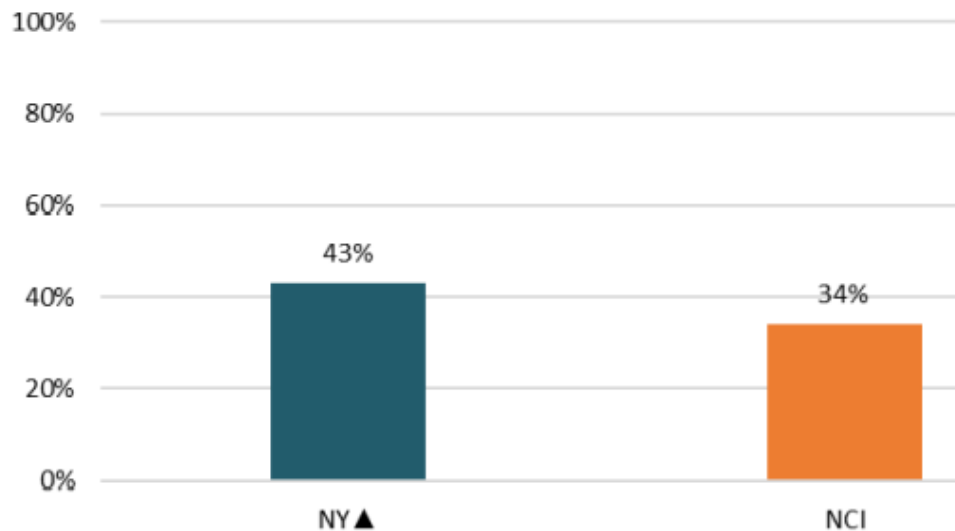
# Connecting Life Skills to Community Service Skills that promote Job Readiness.



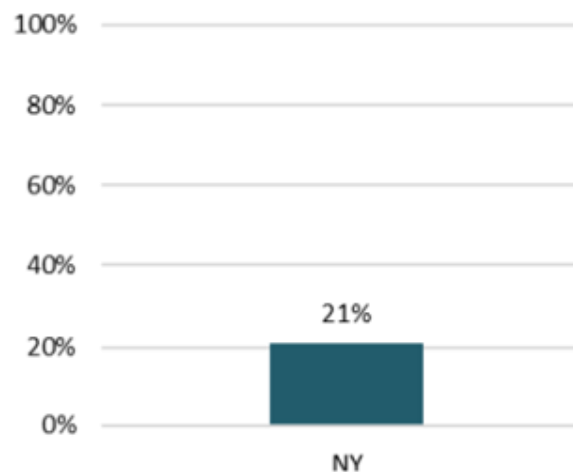
# Building Skills once you leave school.

Survey of adults with IDD  
[www.nationalcoreindicators.org](http://www.nationalcoreindicators.org)

Volunteers



Takes classes training or does something to get a job or do better at current job



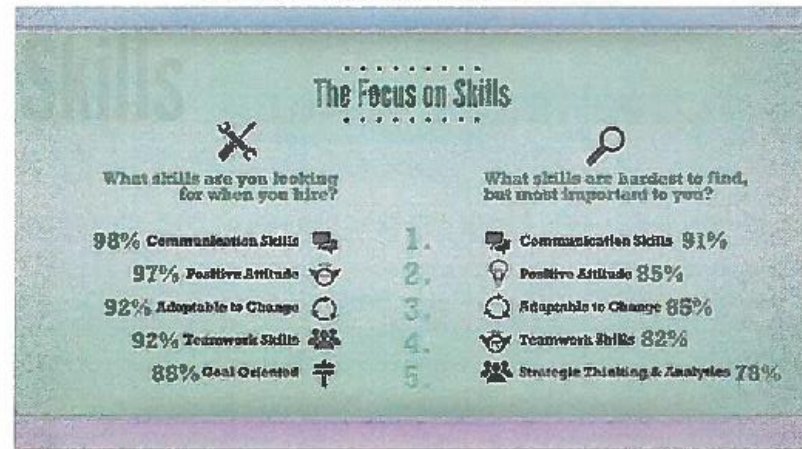
# Skills Employers Look for:

## Soft Skills



### What Employers Look for in Entry-Level Job Candidates

Developing Skills Employers Demand



National Work Readiness Credential

- Communication Skills
- Positive Attitude
- Adaptable to Change
- Teamwork Skills
- Goal oriented

# Build Skills While Volunteering

- Polite Communication
- Follow Directions
- Flexibility
- Teamwork
- Positive Attitude
- Task Accuracy
- Time Management
- Goal Oriented
- Independence – Critical Thinking – Problem Solving
- Workplace Behavior - Safety - Dress Code



# Develop In-House Community Service Projects

## Define Goals for Community Service:

Community Engagement - Skill Development – Job Readiness  
In-House – Community Based – In Person- Remote - Virtual

## Benefits of In- House: Most Flexible

- Allows for engagement when community-based placements are limited.
- Gives opportunity to put life skills into practice
- Focuses on individual strengths and interests.
- Everyone can engage based on own goals.
- Builds connections with local nonprofits.





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Start your search with a cause that's close to your heart!

[ADULT EDUCATION](#)

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# Project Ideas - Search Pinterest

**Reusable Bag from T-Shirts**



**Warm Winter Sock Bundles**



**Handmade Cards  
Work Order  
Follow Design**



**Academic Kits  
Head Start**



Turn A  
T-Shirt  
Into A  
Tote  
Bag  
without  
sewing!





# Make Community Connections

Outreach to Local Nonprofit:

Who is in your community?

**Create meaningful projects.**

**Ask what their needs are, design projects to fit their needs.**

**Skills**  
**Internet Research**  
**Email**  
**Phone Calls**

- Animal Shelter: dog treats/toys, no-sew beds
- Food Pantries/Homeless shelters: sock bundles, food drives
- Clothes Closet: sort, fold, package hygiene kits
- Head start: make literacy kits for head start, collect books
- Veterans/Military: make cards - care packages
- Seniors: make cards, engage in virtual game
- Non-Profit Volunteer Managers- Volunteer appreciation gifts/cards

# Budget for Projects

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## Skills:

Writing/Keyboard

Make Posters

Communication

Sorting

Inventory

Math

Money Management

Shopping

Baking

Task Attention

## Organize Collections/Donations

Request- specific items- travel size hand cream, travel toothpaste, thermal winter adult size socks.

- Socks
- Books
- T-shirts

## Fundraising

- Bake Sales
- Make Bracelets
- Mask Holders
- Make Birthday Cards

# Relationship Building

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## Research Non-profits in your Community

- Transportation needs - use google maps
- Recommendations: community leaders, families, religious organizations, Lions/Rotary Clubs, libraries ...

## Design a Project

- Do in-house - Deliver to them,
- Practice customer service skills

## Build Relationships

- Stay connected and develop over time – send note/cards
- Offer availability to help on site, if/when there's a need.

# Project Management Skills



Community Service Project Leadership



[www.volunteernewyork.org/rise](http://www.volunteernewyork.org/rise)

# Collect Data

## Monthly Volunteer Attendance/Impact Record

Type of Program: \_\_\_ Day Hab \_\_\_ Without Walls \_\_\_ PreVoc/Voc \_\_\_ Residential \_\_\_ other \_\_\_\_\_

Program/Location Name: \_\_\_\_\_ Group Leader: \_\_\_\_\_

Please fill in for each time you are at a volunteer site or work on a community service project. Submit at end of month.  
Take photo or scan to email or give to supervisor.

**Skills:**  
**Data Entry**  
**Spreadsheet**

Date	Names of people who helped	Number of people who helped	Time spent on project (hours) Number of participants x number of hours ( 5 people x 1 hr = 5 hrs)	COUNT Impact of Service What project did you do, how many did you do? (i.e. thrift store- sorted 5 bags of donations, made 20 cards for nursing home, packed 200 toiletry kits for shelter, delivered 15 Meals on Wheels)	Staff Signature
<b>Total for month</b>					

Share Your Impact!

Look at the Impact RISE Volunteers made during the pandemic!

MARCH 2020 - AUGUST 2021



<b>187</b> RISE VOLUNTEERS	<b>4295</b> TOTAL INDIVIDUALS SERVED	<b>3242</b> HOURS OF SERVICE
<b>774</b> HOURS OF ZOOM/SKILL DEVELOPMENT		



**Skills:**  
Graphic Design  
Computer  
Analyze Data

# Youth Volunteer Guidebook





**The Future  
Is In Your  
Hands**

**YOUTH  
VOLUNTEER  
GUIDEBOOK**

Download the free  
Youth Volunteer  
Guidebook app from  
Volunteer New York!





**Includes:**

- Local Nonprofit Listings with Minimum Volunteer Age Requirements (for ages 13-18)
- Local volunteer & youth leadership resources and videos
- Tools to organize a donation drive and more!

The logo features a stylized orange figure with arms raised, resembling a person or a flame, positioned to the left of the text.

# Volunteering 101

## Zoom Workshop

To educate adults with I/DD and support staff on how to get involved in volunteering in Westchester, Rockland, or Putnam Counties.

### Goals:

- Understand benefits of volunteering
- Hear about impact of volunteerism for community
- Learn how to use Volunteer New York! resources to find volunteer opportunities that match interests.

Go to <https://www.volunteernewyork.org/RISE> to find out more.





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Post Survey -Transition Life Skills to Community Service Skills to Promote Job Readiness.

Post Presentation Survey

**FILL OUT FORM**

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**<https://forms.gle/xZQcXCGofBEM852FA>**



# Q & A



Phone (914) 948-4452

[www.volunteernewyork.org](http://www.volunteernewyork.org)

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