



# Volunteering for Job Hunters

Turning Good Work into Paying Work

[www.bloomington.in.gov/volunteer](http://www.bloomington.in.gov/volunteer)

What can you do during your employment gap to improve your chances of finding a job? Carve out time daily to find good leads, send out resumes, and make new contacts. Leave time to devote to volunteering, which offers great benefits to advance your career.

## Benefits of Volunteering for Job Hunters:

- ▼ **Gain new skills or enhance existing ones**  
Use your job skills to give back while minimizing a gap in employment.
- ▼ **Make new contacts**  
One of the best ways to find a job is by connecting with other people. Volunteering introduces you to new people who may help in your search.
- ▼ **Fill in the Employment Gap**  
Build positive experiences to share when a prospective employer asks, "What have you been doing with your time?"
- ▼ **Feel good about giving**  
Utilize this chance to get out of the house and feel good about giving your time and talent to make a difference.
- ▼ **Confidence**  
This will give you the chance to brush up on skills and help you feel more prepared to use them in a job setting.

## Put your Volunteer Experience to Work:

- ▼ **Put it on your resume**  
Select a volunteer opportunity that will fit seamlessly on a professional resume
- ▼ **Talk about it in the interview**  
Leverage your volunteer experience and talk about it in a way that would matter to a potential employer
- ▼ **Describe it in business terms**  
Make your volunteer experience translate to what you want to do professionally

**Remember:** Treat this as seriously as a paying job; volunteering an hour a month here and there isn't going to produce the same career benefits as a dedicated commitment. Establish an understanding with the organization where you volunteer that when you get a full-time job, you'll have to scale back and may have to stop entirely.

## City of Bloomington Volunteer Network

City Hall • 401 N. Morton St., Suite 260, Bloomington, IN 47404 • [www.bloomington.in.gov/volunteer](http://www.bloomington.in.gov/volunteer)

hrs: 8am - 5pm Monday-Friday • ph. 812.349.3433 • fax 812.349.3483 • [volunteer@bloomington.in.gov](mailto:volunteer@bloomington.in.gov)



What are your skills? There is an opportunity for you!

## Volunteer Opportunities:

### Office/Administrative

- 👉 Administrative Assistant
- 👉 Office Receptionist
- 👉 Dispatcher
- 👉 Committee Members

### Health

- 👉 American Red Cross
- 👉 Volunteers in Medicine Clinic

### Education

- 👉 Tutoring
- 👉 Teachers Warehouse

### Pro-Bono/Skilled Trades

- 👉 Carpentry
- 👉 Facilities Management
- 👉 Car Mechanics
- 👉 Computers
- 👉 Event Planning
- 👉 Graphic Design
- 👉 Photography
- 👉 Web Design

### Food/Nutrition Services

- 👉 Community Kitchen
- 👉 Hoosier Hills Food Bank
- 👉 Shalom Community Center
- 👉 Monroe County United Ministries
- 👉 Mother Hubbard's Cupboard

### Children

- 👉 Big Brothers Big Sisters Of South Central Indiana
- 👉 Boys And Girls Clubs Of Bloomington
- 👉 Girls Incorporated Of Monroe County
- 👉 Middle Way House
- 👉 Monroe County United Ministries
- 👉 Monroe County YMCA

### Recreation

- 👉 City of Bloomington Parks and Recreation
- 👉 Sycamore Land Trust

The skill sets you use and learn in volunteer work could turn into a job offer or a career change in the future. Volunteering will not affect your unemployment benefits as long as you meet the regular work-search and availability requirements.

Check out [www.bloomington.in.gov/volunteer](http://www.bloomington.in.gov/volunteer) to connect with the opportunity that is right for you!

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