

Important Tips for Volunteers in Finding a Long-Term Placement

When Contacting an Agency via Telephone, E-mail, or Web-based Contact:

1. Introduce yourself. State your interests and expertise. Ask them what positions are available. Email often works best. Follow up with a phone call if necessary.
2. Make an appointment with the agency coordinator or find out if they have a group screening meeting.
3. Understand that some agencies are very busy and may not return your email or phone call right away. Be patient. Take the initiative. Be politely persistent. Leave detailed messages. Feel free to call the CSO for help or information.

During the Interview / Screening Process:

1. Let the agency know your time commitment. Be open and honest with the agency from the beginning.
2. Ask for an orientation. It is important to know and respect the rules and regulations of an agency. Some agencies will automatically give you an orientation; with others, you may have to take the initiative and ask.
3. Ask who the person is to go to if you have questions or concerns. During the interview or any time during your placement, feel free to ask them questions. The more you understand how the agency works, the more you can offer and the more worthwhile your experience will be.

If You Have Concerns About Your Placement:

1. Reassess the goals of the agency. Are they compatible with yours? Have you followed the agency's goals consistently? Have you fulfilled all of your responsibilities and been consistent with your attendance?
2. Try to have an open dialogue with them about your concerns.
3. Don't hesitate to call CSO for assistance and support and/or arrange to meet with the CSO Director, Program Coordinator, or Board member.

Remember that your role is to be a partner with the organization and help them with their projects. This means that you might have questions about their approach or procedures. Be thoughtful in how you articulate your questions given that agencies have limited resources and staffing

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