

SRJC CalWORKs

Job Related Activities During School Breaks '13-'14

Student Name: _____ ETC: _____

CalWORKs Employment Activities

Go to <http://www.cacareercafe.com/> to explore the following activities:

- ☐ Take an assessment to identify your Strengths & Talents
- ☐ Explore "Use your learning style"
- ☐ Set Career Goals – Create a timeline
- ☐ Draft a Functional Resume & Complete your Reference Sheet
- ☐ Get a mentor
- ☐ Join a Professional Association
- ☐ Join LinkedIn
- ☐ Read and do activities on Interview Preparation
- ☐ Create a list of potential employers
- ☐ Learn how to choose the right Volunteer Site
- ☐ Complete "Manage your time"
- ☐ Improve your Communication Skills
- ☐ Build Soft Skills
- ☐ Learn how to "Project Professionalism"

Additional CalWORKs Employment Activities

- ☐ Draft a Cover Letter for a particular job
- ☐ Call your network of contacts for job or volunteer opportunities
- ☐ Schedule and attend tours of employer sites in your field
- ☐ Plan, schedule and conduct Informational Interviews
- ☐ Research your future career at <http://www.onetonline.org/> and <http://lists.northbaybusinessjournal.com/index.htm> and <http://www.bls.gov/ooh/>
- ☐ Make a Career Vision Board & Write your Career Mission Statement
- ☐ Register for "Authentic Happiness" website & see how you can increase your positive outlook & appreciate your strengths
<http://www.authentichappiness.sas.upenn.edu/register.aspx>
- ☐ Read and complete exercises in "30 Ways to Shine as a New Employee" (pick up a copy at CalWORKs)
- ☐ Check out the attached meetings and events happening in Sonoma County – attend and write a paragraph on what you learned, contacts you made, or ideas sparked.

Volunteer Opportunities

One Time Volunteer Opportunities

Check out one day opportunities where you can get involved in our community!

Food For Thought: Sonoma County AIDS Food Bank is seeking food bank volunteers! An opportunity for those who can volunteer once a month for a few hours and a fun service opportunity for groups. All ages are welcome but youth under 16 must be accompanied by an adult. Food drives are a great way to make a huge impact quickly. They take place at grocery stores all over Sonoma County on Saturdays. Call Amanda Wood at Food For Thought at 707-887-1647x107 or check www.fftfoodbank.org.

Every Wednesday from 8:30-11:30 AM

Russian Riverkeeper Stewardship Park is the place to see and participate in riverbank restoration and upkeep. Help construct trails, work with native plants, control erosion, eliminate noxious weeds plus many other activities. Adults and children are welcome to participate. Students can receive volunteer credit. The Park is located on the north bank of the Russian River directly upstream of the Guerneville pedestrian bridge. Access the entrance from the driveway in front of Sonoma Nesting Co. (16132 Main Street) just east of Armstrong Woods Road. At the bottom of the driveway look for the blue and white sign that says, "Russian Riverkeeper Stewardship Park." Please bring drinking water and wear sturdy footwear. Light refreshments are provided. For more information contact Victoria Wikle at 865-2474 or VictoriaWikle@usa.net.

December 1st through March 17th

Community and Family Services Agency needs volunteers between December 1 and March 17 to cook dinners (for about 25 people,); welcome and register residents; help clean the floors, kitchen and bathroom; do laundry; organize the storage trailer; oversee shower schedules and supplies; give haircuts. Contact Erica Champion or Mike Shirley at 707-604-7264 or shelter@westcountyservices.org or through Facebook <https://www.facebook.com/westcountywintershelter>.

In addition, the Volunteer Center has these opportunities ongoing:
Go to <http://www.volunteernow.org> for more ideas . . .

SRJC CalWORKS Employment Services
Volunteer Work Study Placement

Name: _____ Month/Year: _____ Program of Study: _____

If associated with a SRJC teacher or specific class, please list teacher's name, course name & section no.: _____

Record of Activities

WEEK 1

Day/Date	No. of Hours	Location	General Description of Duties

WEEK 2

Day/Date	No. of Hours	Location	General Description of Duties

WEEK 3

Day/Date	No. of Hours	Location	General Description of Duties

WEEK 4

Day/Date	No. of Hours	Location	General Description of Duties

LOCATION 1: _____ Signature: _____

LOCATION 2: _____ Signature: _____

LOCATION 3: _____ Signature: _____