Don’t Be a Dud! Tips and Tricks of Being a First-Rate Volunteer

Summarized from a UAB Service Learning Lunchtime Session on November 22, 2013 by UAB students, staff and faculty members and these panelists:

Kathleen Drake, Volunteer Coordinator, Better Basics
Jennifer Hatchett, Executive Director, YouthServe
Carolyn Matthews, Volunteer Coordinator, UAB Volunteer Services

The Best Volunteer...

- Researches the organization and its mission and programs thoroughly
- Is realistic about the amount of time she can feasibly volunteer
- Dresses appropriately as defined by the organization
- Follows the organization’s rules and policies
- Takes commitments seriously, keeps appointments and schedules, and calls in advance to make necessary changes
- Shares a positive attitude, skills and enthusiasm
- Conducts herself in a professional manner
- Puts her phone away during the service shift
- Listens and asks questions whenever necessary
- Respects confidentiality
- Communicates any needs and concerns about the volunteer experience
- Recognizes that she represents the organization and can enhance – or ruin - client relationships
- Recognizes that the organization’s staff can potentially provide GREAT recommendation letters for GREAT volunteers - and poor letters for bad volunteers!

For information on service-learning and volunteer opportunities, contact UAB Service Learning:

UAB | The University of Alabama at Birmingham
Heritage Hall 527 | 1401 University Boulevard | Birmingham, AL 35294
P: 205.996.7080 | libbav@uab.edu
www.uab.edu/servicelearning