

## Tips for volunteers

Whether you're volunteering yourself or recruiting volunteers for a special program, it helps to know what you're looking for—in yourself and others. Here are some tips to inspire you. Use them to hone your own skills. Use them as you work with new advisors and sponsors. Use them to recruit new members for your club. Thanks again for all you do!

1. **Serve as you lead.** Be a servant leader—focus first on the needs of the people you serve. (Learn more about servant leadership at [www.greenleaf.org](http://www.greenleaf.org).)
2. **Serve with respect.** Treat those you serve with the utmost care, respecting their dignity, privacy and feelings.
3. **Show your passion.** Serve with your heart. Show the people you work with that you enjoy what you do.
4. **Be positive.** Keep your spirits up so you can motivate others.
5. **Reflect integrity.** Maintain the dignity and integrity of Kiwanis and the greater community. Keep in mind that you represent Kiwanis as an organization.
6. **Be open-minded.** Take time to understand and adapt to different cultural, spiritual, physical and intellectual needs of members.
7. **Seek to understand.** Listen to your community and members' needs.
8. **Be dependable.** Carry out duties promptly and reliably.
9. **Respect leadership.** Accept guidance and respect the decisions of organizational leadership.
10. **Keep learning.** Engage in training and develop your skills. Be open to learning, continued education and new ideas.
11. **Embrace technology.** Use e-mail and social media to communicate with other volunteers. Be open to learning about technology from tech-savvy students. (Learn more at [www.KiwanisOne.org/connect](http://www.KiwanisOne.org/connect).)
12. **Focus on the team.** Take a team-based approach to advising and volunteering. Be inclusive.
13. **Step back.** Let members drive meetings and make decisions. That's how they learn to lead.



14. **Train others.** Train and develop your teammates. Develop cross-functional skills.

15. **Innovate.** Encourage innovation and methods of evaluation for progress.

### **Kiwanis volunteer rights**

As a volunteer, you are entitled to:

- A written position description that is suitable to your skills and interests.
- Proper training, including information about Kiwanis organizational structure; a support system; and resources.
- Be evaluated and recognized for your work.
- Gain both personal and professional experiences from the volunteer position.
- Enjoy and learn from your volunteer efforts.
- Know your service is valued and meaningful.

*“I am only one; but I am still one. I cannot do everything, but still I can do something; I will not refuse to do the something I can do.” —Helen Keller*