Congratulations! You’ve decided to volunteer. Think about what you kind of volunteer you want to BE and make the most of it.

Be Knowledgeable: Before you volunteer make sure you know the history and mission of the organization and how it impacts your community. Does it align with your belief system or political bent? Choose a cause or project that you are passionate about. Being involved in something you don’t support or believe in could be problematic.

Be a Willing Participant: Before saying yes and committing to an opportunity, make sure you have the time and resources that you need to follow through. Check your class schedule, bus schedule or whatever else might affect your ability to participate. You’ll begrudge the opportunity if it interferes with your life.

Be Committed: Just like paid work, volunteering is a job and people are relying on you. It is a commitment that you have made and it’s not acceptable to brush off volunteer work if other parts of your life get busy.

Be Professional: Volunteering is a job! You are accountable for your actions (and inactions) and the work you are doing is important. As such you should be on time, be engaged, meet deadlines and do it all with a smile! Remember you are not only helping a cause, you are earning a reputation and potential references for future paid positions.

Be Open: You’ve got a lot to offer, but you’ve also got a lot you can learn. Learn about those with whom you are volunteering, learn about the cause and learn about the functions that you have volunteered to do. Not only will you be successful in your role, but you never know who you will meet and how they might help you with your future career goals.

Be Happy: You have been granted a great opportunity to help others, give back to your community, learn new skills, develop a new network and enhance your resume. This is a good thing. Enjoy and conduct each task with enthusiasm and determination.