**Career Expo: Volunteer Guide**

Thank you for volunteering to share your career experiences with our students! Every career and industry is unique, so use what works best for you. Before the event, here are a few things to know about this volunteer opportunity along with further suggestions:

**Overview**

* **Purpose:** Your main goal is to share interesting details about your career so that students become more academically prepared, gain personal awareness, and develop a goal-oriented mindset. Basically, help students:
	+ Understand their own interests, strengths, values, and learning styles.
	+ Create a vision for their future.
	+ Develop individual goals.
	+ Prepare a personal plan for achieving their goals.
* **Audience:** Your audience encompasses high school students living in Oklahoma. Students may not be familiar with your career, so be prepared to give basic insight into your day-to-day responsibilities.

**Career Expo Logistics**

* Our school will communicate with you to determine a date and time for the Career Expo event. You will receive a confirmation email with details about school location, what you need to bring to sign in, and a calendar invite in advance.
* On the day of the Career Expo, make sure to be on time. Allow time for parking, checking in at the school, and getting your table set up.
* Check in at the office when you arrive. Some schools require a driver’s license for check in.
* Once you’ve checked in, you will be directed to your designated session area.

**Constructing Your Presentation**

* **Introduce your career.** While the students might be interested in your field, they may not know much about it. Highlight key information such as education requirements, average salary, and key job responsibilities.
* **Make it personal.** Tell the students a story about what made you choose this career and what goals you have achieved to get here.
* **Share a specific accomplishment, project, job task(s) that you are particularly proud of.** Describe the personal talents/traits you used to accomplish that task.
* **Connect your career to the students.** Help them think about what subjects to study, goals to set, or traits/talents to develop if they want to pursue this career field one day.
* **Make a connection to postsecondary options, academic planning, and employability skills.** Students want to see the big picture. They want to know that what they are doing now will have a positive impact on their academic future and adult life. Help them connect their current plan/skills to future training, education, and development.

**Tips for Your Presentation**

* Use plenty of visuals. Consider hands-on examples, props, and/or audiovisuals if you can.
* Show students examples of your work, tools, equipment, etc., that you use for your job*.*
* Provide handouts or sample items if applicable.
* Have open conversations with the students. Ask them questions about their goals, what subjects they like in school, why they are interested in your career, etc.
* Make sure to keep language, handouts, and visuals age-appropriate.

**Possible Student Questions**

* What are your main work responsibilities?
* Why did you choose this career? Are you happy with your career choice?
* What do employers in your career field look for when hiring new employees?
* Are jobs in this career field in demand? Is it hard to get a job in this career?
* Do jobs in this career exist in Oklahoma?
* How many hours do you work each week?
* Is your job physically, mentally, and/or emotionally draining?
* What kind of technology or tools do you use regularly for your job?
* What school course(s) in secondary school (e.g., science, math, English, etc.) will help most in this career?
* What are other jobs related to your career field?
* What advice would you give a student considering this career field?