

Raphael House Pre-Recorded Video Topics

Career Development Topics

All videos can be recorded in either Spanish or English, with the exception of a few topics noted below that are only needed in Spanish and say “in Spanish only”. These videos are geared towards Raphael House parents who are in our Residential Shelter or participating in our Bridge Program. Families in our Bridge Program formerly lived in Residential Shelter, successfully found stable housing and are now receiving supportive services from Raphael House to ensure they remain stably housed and financially stable. Any questions can be directed to Kellen Sarver, Community Engagement Manager, at ksarver@raphaelhouse.org. You can also learn more about Raphael House at www.raphaelhouse.org.

Interview tips

- 5 minutes or less
- How to prepare for an interview
- What are some tips if you are asked a question you need more time to think about or don't have an answer for?
- How to follow up after an interview

- **Career Spotlight:**
 - 5 minutes or less
 - The path they took to get to their career
 - More information about what they do
 - Advice on learning more or getting involved with career path
 - Ways that people can be self learners if possible
 - Especially looking for videos from folks who were non-traditional students or got into their career in a non-traditional way (eg. took a break from college to have kids or deal with a life event and went back to school to further their education)

- **Cover letter**
 - 5 minutes or less
 - Example of a cover letter
 - This is the purpose of a cover letter
 - What to include in a cover letter
 - Why it is different from your resume
 - What type of standard document you should save & send your cover letter as

- **Resume**
 - 5 minutes or less
 - Example of a resume



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- This is the purpose of a resume
- What to include in a resume
- What makes this different from your cover letter
- What type of standard document you should save & send your resume as

Other Resume sub categories (can be separate videos)

- What if you have a lot of gaps in your resume, how to explain them and how to present them as strengths
- How to explain having a lot of short term jobs without shame and how to present them as strengths

- **How to create a gmail account on your phone (in Spanish only)**

- 5 minutes or less
- This works well while as a screen recording and then recording a voiceover to explain the process

- **How to use gmail on your phone (in Spanish only)**

- 5 minutes or less
- This works well while as a screen recording and then recording a voiceover to explain the process

- **How to send an email through gmail on your phone (in Spanish only)**

- 5 minutes or less
- This works well while as a screen recording and then recording a voiceover to explain the process

- **Email Etiquette**

- 5 minutes or less
- How to create an email handle, and the importance of creating a professional email handle
- How to send a professional email
- When is best practice to respond to an email to confirm receipt of the email etc.
- How to keep your inbox clean
- What does it when an email bounces back
- Explain cc, bcc, reply all

- **Credit Score**

- How to use credit cards to build credit/ understanding your credit score
- How to get a free credit report
- How to boost your credit score



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- Which bills affect your credit score the most
- What does increasing the length of your credit history mean?
- How to keep your credit card balances low?
- Why shouldn't you close a credit card account?
- How to avoid new hard inquiries/ what is a hard inquiry?
- What type of credit cards are best to open in order to boost your credit score?
- **Banking**
 - How to choose a bank to set up a checking/ savings account with
 - How to set up a checkings/ savings account
 - What do you typically need to set up an account
- **How to network**
 - Utilizing LinkedIn
 - Cold-emailing
 - Other networking tips
- **Best practices for video meetings**
 - How to use Zoom
 - How to use Google Meets
 - How to set up your camera/ background for a professional setting. Best angles/etc

Children's Program Topics

All videos can be recorded in either Spanish or English. These videos are geared towards Raphael House children of all ages, but the primary age group who tend to engage with video activity content are ages 3-8 years old. These children are either children living in our Residential Shelter or children whose family continues participating in Raphael House services through our Bridge Program. Families in our Bridge Program formerly lived in Residential Shelter, successfully found stable housing and are now receiving supportive services from Raphael House to ensure they remain stably housed and financially stable. Any questions can be directed to Kellen Sarver, Community Engagement Manager, at ksarver@raphaelhouse.org. You can also learn more about Raphael House at www.raphaelhouse.org.

All videos should ideally be about 5 minutes long, but depending on topic can be up to 10 minutes if more time is needed.

- **Storytime for Toddlers: video of a volunteer reading a book**
- **Breathing/meditation/ self-calming techniques for kids**
- **Short yoga class or poses for kids**
- **Step by step art project tutorial**



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- Art projects should consist of basic art supplies like paper, crayons, glue sticks, scissors, etc. that we already have on hand to provide to kids who wish to participate.

Sub categories

- art project geared towards toddlers
 - art project geared towards kids ages 5-12
 - art project for teens
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- **Activities for families to do with their children:**
 - A current priority need is information and/ or activity ideas for parents to do with their babies- toddlers focusing on a certain age group (ie. activities to do with your 5 month old) + how each activity helps the child developmentally if you have that information.
 - Videos can be for any/ all age groups from newborn - teens, with priority for age group newborn- 4 years old.
 - Volunteers don't need to be experts on the topic- simply doing some research on the internet and breaking it down to a simple video would be super helpful for Raphael House parents who don't have the time to sift through the information available online!