POSTING AN OPPORTUNITY

An opportunity is a call for volunteers.

- ➢ Click *Opportunities* from tabs across the top
- ➢ Click *Add New Opportunity* (button at right)

Title: Be specific. Grab their attention. Steer clear of "Help Wanted" or Volunteers Needed"

Description: Explain what the volunteers will do/what the requirements are/what impact they will have

- You can add a photo
- You can highlight/underline/use bullets/etc.

Duration (from the drop-down menu):

- Is Ongoing- no dates are attached. (Note: This does not mean the volunteer keeps coming to your nonprofit indefinitely. It just means the NEED is ongoing. EX: donating dog food to the animal shelter)
- Runs Until- may be seasonal or just for a certain chunk of time (EX: A resale store receives a huge shipment of clothing from a manufacturer, and it needs volunteers over the course of a month to sort and display the clothing.)
- Happens On- something that happens once on a specific date (EX: a city- wide clean up day)
- Custom Shifts- for specific shifts over a finite amount of time (EX: The visitors' bureau is holding a 2-day event and needs volunteers at the welcome tent. The bureau can create shifts over the course of those 2 days and specify the number of volunteers needed each shift.)
- Recurring Shifts- shifts that happen at the same time daily, weekly, or monthly (EX: The library needs a volunteer to help in the gift shop from 1:00-3:00 every Wednesday and 2 volunteers from 3:00-5:00 every Thursday.)

Date: self- explanatory

Registration Closed Date: Be sure to put something here. This should be the date the system will no longer accept volunteers to sign up (This will be helpful if you need to have enough supplies on-hand for the volunteers.)

Capacity: the maximum number of volunteers you need

Hours Description: You can put in the hours plus any other information (EX: 2pm- 5pm with a break)

Allow Team Registration? :

- YES = one person can sign up himself plus any number of friends. In this case, you as the agency manager will know the NUMBER of volunteers, but you will have the name and contact information only for the person who registered.
- NO = each member of the team must sign up individually. In this case, you will get names and contacts of all members of the team, which may be useful for your records.

Minimum Age: self-explanatory

Maximum Age: the default age is 120, but it will show up as 0.

Family Friendly?: If you click *No*, it will show up as "Not Family Friendly." You may choose to leave this blank,in which case this category will not show up at all.

Outdoors?: If you click *Yes*, a box for an inclement weather plan will appear.

Wheelchair Accessible: self-explanatory

Attributes: any additional details volunteers should know up front (EX: water provided or bring gloves)

Address: Remember to put in the address of the volunteer site, which may or may not be your agency's address.

Zip: self-explanatory

Interest & Abilities (in a drop-down menu): This is part of the match-making system. You can put in as many of these as your wish, and you can indicate which one is primary.

Additional Notification Recipient(s): This is for anyone who may need to receive emails related to this particular need but who is not on the ANR box on the agency profile. (EX: Your agency has an intern who is in charge of overseeing the landscaping project. This intern does not need to receive emails regarding ALL volunteer opportunities at your agency - only the landscaping one.)

Waiver: You can attach a file that the potential volunteer must agree to in order to accept the volunteer opportunity.

MAKE SURE YOU CLICK *CREATE OPPORTUNITY*

To check volunteers into your opportunity: Log into your Connect site and click My Agency. Click Check-in from the agency management toolbar.

Check-In Kiosk: Can be used on any device. Allows users who haven't previously registered to sign in.