Listing an Opportunity

Log In to the Volunteer Connections Database

Click the blue *Log In* button at the top of the main page at volunteer.helplinecenter.org. Your username is always your email address. You will immediately go to your partner portal, where you add, edit or change information about your agency or opportunities.

Create Volunteer Opportunities

Click "Volunteer Opportunities" – This tab can be found in on the left hand side panel on the **Home** page. On the **Volunteer Opportunities** page, you can click the "**Create Volunteer Opportunity**" button on the upper right hand side of the page.

Schedule Type:

You will need to determine which type of volunteer opportunity you are creating. A Date and Time Specific listing would be something like an event or something that is happening monthly. This should NOT be used for daily volunteer needs. An Individually Schedule listing is something that happens daily or anytime depending on the volunteer's availability.

- **Date and Time Specific:**
  Use this type of schedule when you need a certain number of volunteers, all of whom will be volunteering on the same date, start time and end time. You can create one or more 'occurrences" of dates and times for this opportunity.
- **Individually Scheduled:**
  Use when you have a flexible schedule of when you need volunteers, and each volunteer may be scheduled to attend at a different date and time over an extended time period. Can also be used when you simply want volunteers to express their interest, without having to specify when or where the volunteer activity will take place.

For a Date & Time Specific - This should NOT be used for daily volunteer needs!

1. **Volunteer Opportunity Name**: Enter the name of your volunteer opportunity.
2. **Choose Schedule Type:** Date & Time Specific or Individually Scheduled. See above for explanation of Schedule Types.
3. **Choose Registration Type**: Choose Express Interest or Sign Up. The Sign Up feature is exactly what it sounds like – as soon as the volunteer clicks "Sign Up" they get an automated response from the system telling them they are registered to volunteer at your event, and what time/date/place to show up. The Express Interest option doesn't provide the volunteer with details. Someone from your organization will need to respond to and set up the volunteer opportunity details with the volunteer.
4. **Volunteer Opportunity Description:** Write a catchy description of the Volunteer Opportunity, always ending it with "To volunteer, Express Interest below. For more information, call XXXXX." Once the opportunity is created, you can add links/images to the description by clicking Edit/Change Description.
5. **Opportunity Coordinator**: Click on the magnifying glass and type in the name of the opportunity coordinator. Double click on the name.
6. **Location**: Use the drop down to select the location for the opportunity or Create A New Location. If you Create A New Location, remember you must give the Location a name, ie. Falls Park, Agency Office, Client Service Center, etc.
7. **Primary Impact Area**: Select the Primary Impact Area of the opportunity. (Don't worry if nothing matches perfectly. We will add additional search options later.)

8. **Populations Served**: Pick as many as apply.
9. **Age Groups Served.** This is the age of the people who will be *served* by this Volunteer Opportunity.
10. **Minimum age:** The minimum age a volunteer needs to be to volunteer alone.
11. **Maximum attendance:** How many volunteers would you accept for your opportunity?
12. **Is your volunteer opportunity suitable for** groups, court-ordered volunteers, or seniors? Check all that apply.
13. **Does this occur on a regular schedule:** This would be for an opportunity that occurs regularly each week, month, etc. If choose No, you will input the single date and time. If you choose Yes, you will add the first date with time and then choose Recurrence Type. Then, you will have the opportunity to add additional Occurrences (dates). This should NOT be used for daily volunteer needs!
14. **Click Create:** You will then see the Volunteer Opportunity and have the ability to make changes. On your Click Edit to makes changes to the description, etc. To make changes to the individual occurrences (dates) by clicking Edit. You can also Cancel on the individual occurrences (dates).
15. **Volunteer Opportunity:** On the Volunteer Opportunity, you can add volunteers to each Volunteer Opportunity. You can Report Attendance here as well. You are also able to add New Occurrence (dates).

[For an Individually Scheduled.](#)

1. **Volunteer Opportunity Name**: Enter the name of your volunteer opportunity.
2. **Choose Schedule Type:** Individually Scheduled is chosen when there isn't a specific time for the volunteer event.
3. **Choose Registration Type:** Express Interest Only is used when volunteers are needed for ongoing volunteer opportunities. For instance, your organization needs tutors or child mentors on an ongoing basis. This is a general recruitment posting.
4. **Volunteer Opportunity Description:** Write a catchy description of the Volunteer Opportunity, always ending it with "To volunteer, Express Interest below. For more information, call XXXXX." Once the opportunity is created, you can add links/images to the description by clicking Edit/Change Description.
5. **Opportunity Coordinator**: Click on the magnifying glass and type in the name of the opportunity coordinator. Click on the name.
6. **Location**: Use the drop down to select the location for the opportunity or Create A New Location. If you Create A New Location, remember you must give the Location a name, ie. Falls Park, Agency Office, Client Service Center, etc.
7. **Primary Impact Area**: Select the Primary Impact Area of the opportunity. (Don't worry if nothing matches perfectly. We will add additional search options later.)
8. **Populations Served**: Pick as many as apply.
9. **Age Groups Served.** This is the age of the people who will be served by this Volunteer Opportunity.
10. **Minimum age:** The minimum age a volunteer needs to be to volunteer alone.
11. **Is your volunteer opportunity suitable for** groups, court-ordered volunteers, or seniors? Check all that apply.
12. **Create Volunteer Opportunity – Express Interest Only**: Select a time frame in which you would like the volunteer opportunity to be posted to the public site. We recommend a six-month time frame. You will receive an email when the volunteer opportunity is about to drop off the public database with a link to renew it if needed.
13. **Click Create:** You will then see the Volunteer Opportunity and have the ability to make changes. On your Click Edit to makes changes to the description, etc. To make changes to the individual occurrences (dates) by clicking Edit. You can also Cancel on the individual occurrences (dates).
14. **Volunteer Opportunity:** On the Volunteer Opportunity, you can add volunteers to each Volunteer Opportunity. You can Report Attendance here as well. You are also able to add New Occurrence (dates).

If you have questions or need more information, please contact
our Volunteer Connections Staff by calling 211 or emailing vol@helplinecenter.org