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# ShoreCAN

*Volunteer Center*

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## **How To Guide for Posting Volunteer Opportunities**

### **Volunteer Center Instructions**

Below is a guide for an organization to create volunteer opportunities with your Volunteer Center through 1-800-Volunteer.org. NOTE: Be sure to customize and verify all steps distributing this guide (either via email or hard copy). It is best to personalize it by adding your logo, special instructions and contact information.



## How To Guide for Posting Volunteer Opportunities

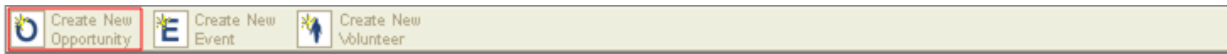
**Easy to Use** instructions for **posting volunteer opportunities** on our volunteer recruitment and management website, powered by 1-800-Volunteer.org. Once you have an approved opportunity, you can **accept volunteers** who are interested in the specific opportunities you have posted.

### Logging in to your organization account

1. Go to [www.shorecan.org](http://www.shorecan.org) and click the 1-800-volunteer.org logo. Click the **Login** link in the upper right hand corner of the screen.
2. To access your profile and make any changes, enter the **Username** and **Password** you created or provided to you by the Volunteer Center.
3. Click **Login** at the bottom of the form. Continue with steps below.

### Creating an opportunity

1. Select **Create New Opportunity** from the quick links bar near the top of the screen.



2. Enter a title, description, and any special requirements. These fields are the most viewed section of the opportunity and used when performing keyword searches so *be as detailed as possible about what volunteers can expect*. The special requirements section is for any particular requirements of the opportunities (e.g. must be able to lift 25lbs).

#### **TIPS for Generating the MOST Interest for Your Opportunities**

- Shorter is better – communicate only what the volunteer needs to know – time, place, skills. Don't include the entire mission statement of the agency.
  - Think of yourself as “selling” the opportunity to the volunteers. Make it interesting, use action verbs and interesting punctuation.
  - Read it out loud to someone to make sure it is clear and captivating.
  - Use common words so volunteers looking for opportunities via search engines (Yahoo, Google) find your listings. Popular word choices include: volunteer, charity, community, program and donate.
3. Indicate the number of volunteers needed. Entering a number here does not restrict the number of volunteers that can sign up, you will have a chance to specify a limit later in the process.
  4. Enter a location and contact. You may copy these from your organization profile by clicking the copy button. Alternative contacts will receive the same communication as the Opportunity Contact, and it is a good idea to include them in case the main contact is unavailable.
  5. Click **Continue to Details** to move to the next step in the opportunity creation process.
  6. Complete the Volunteer Options by checking any of the options that apply (e.g. is this opportunity appropriate for Youth volunteers?)



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7. Indicate which HandsOn Network Campaign this opportunity is associated with.

NOTE: This field is required. If the opportunity is not associated with any of the campaigns, please check the box "Not associated with any campaigns below". You can associate the opportunity with as many campaigns as necessary.

8. Specify the skills that are desirable / necessary for this opportunity. This is an important step to ensure that you can find volunteers through our skills matching tool once the opportunity has been created. Don't worry about what level of skill is desirable at this point, just check all the skills that apply.

<input type="checkbox"/> <b>Construction Home Maintenance</b>
<input type="checkbox"/> Automobile Repair
<input checked="" type="checkbox"/> Carpentry
<input type="checkbox"/> Custodial
<input type="checkbox"/> Decorating
<input checked="" type="checkbox"/> Electrician
<input type="checkbox"/> Equipment Operator
<input type="checkbox"/> Backhoe Operator
<input type="checkbox"/> Bulldozer Operator
<input type="checkbox"/> <b>Counseling Information Support</b>

9. Complete the Populations Served and Social Issues Addressed. These fields are important because volunteers commonly search for an opportunity by these categorizations. Note: by default, all of the social issues addressed by the organization, as indicated in the organization profile, will be automatically checked. Uncheck those that do not apply or add new ones.

10. Click **Continue to Dates & Times** to move to the next step in the opportunity creation

NOTE: There may be additional fields that you are asked to fill out on the Details screen in addition to the basic information. These fields have been added by the Volunteer Center to ensure that we capture the necessary local information about these opportunities.

11. Specify the duration of the opportunity as well as the days of the week and times of the day. The duration types are explained below.

**One-time:** These opportunities typically occur at a specific point in time with a fixed duration of less than 31 days and a defined start and end date. One-time opportunities cannot be more than 31 days in length. One-time opportunities have the benefit or daily sign-up sheets which allow you to manage these opportunities easier.

**Long-term:** These opportunities are usually ongoing and do not have a fixed duration of less than 31 days. These types of opportunities can occur periodically or at regular intervals (e.g. every Tuesday for the next 6 months). Long-term opportunities with no end date must be renewed annually.



**Dates & Times**

Duration \*  Long-term - No time limit but must be renewed each year  
 One-time - Limited to 31 days

Start Date \*

End Date  [Clear](#)

Day(s) of Week \*  Sun  Mon  Tue  Wed  Thu  Fri  Sat

Time of Day \*  Morning  Afternoon  Evening

Time Details

Hours Needed   Flexible

**i** Hours needed per volunteer per instance. For example, you might have a 4-hour morning slot and a 4-hour afternoon slot on a given day. Hours needed would be 4.

12. Specify the type of signup sheet you would like to use. *Single and Multiple Signup Sheets are only available for one-time opportunities.* Long-term opportunities cannot use signup sheets.

**Multiple Signup Sheets:** Volunteers are listed as entries per day in separate lists. For example, you will see a list of days on which the opportunity occurs and clicking on the specific date will show a list of volunteers who expressed interest in that particular day. You may wish to accept a volunteer for a particular date, but not for others. Choose this option if you are interested in coordinating participation dates and times through the system.

**One Signup Sheet:** Volunteers are listed on one single list. For example, you will see a list of volunteers which spans the duration of the opportunity. Choose this option if you are interested in accepting or declining volunteers, but do not wish to manage the multiple signup sheets.

**No Signup Sheet:** Volunteers are shown in a single list without the ability to accept them for specific days. It is the most flexible way to manage volunteers, but requires the coordination of dates and times or participation to happen somewhat outside of the system.

Specify any referral limit rules. This option allows you to automatically end signup for particular opportunities once a certain number of volunteers have expressed interest. You may hide the opportunity once this limit is reached or add a customized message to the volunteers.

**For Entire Opportunity**

If the number of  for the entire opportunity equals

Then

Hide opportunity from Calendar and searches  
 Disable signup form and show message:



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13. Click **Continue to Preview** to move to the final step and view the opportunity exactly as potential volunteers will see it.
14. At this point, you may wish to edit the opportunity prior to saving or you may finish by clicking **Save and Return to List**.

### What Happens Next?

Your opportunity will be submitted to **the Volunteer Center**. You will receive an email indicating that your opportunity is pending and awaiting approval. After the Volunteer Center reviews it, you will receive an e-mail indicating that the opportunity has been approved and is now on the website. You will then be able to start accepting volunteers who express interest in this opportunity.

### Questions?

Please contact Jon Fitzsimmons at the ShoreCAN Volunteer Center with questions or for assistance. ShoreCAN Volunteer Center, 1324 Belmont Avenue, Suite 401, Salisbury, MD 21804

[www.shorecan.org](http://www.shorecan.org)

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