

Dear Volunteer Arlington Partner,

This document is created to serve as a tool for your volunteer managers as they use the Volunteer Arlington site to share your mission and volunteer opportunities. Keeping your profile up to date and consistently managing your volunteer opportunities will ultimately help your organization build community awareness and potentially increase volunteer engagement.

If you have questions at any point, please feel free to contact us at 703-528-2522. We look forward to partnering with each of you as we work together to connect individuals, groups, and businesses with YOU!

The Volunteer Arlington Team

STEP 1: Getting Started

- [Log in to **volunteer.leadercenter.org**](https://volunteer.leadercenter.org)
(Note: If you do not see the “Partner Menu”, please contact Volunteer Arlington at 703-528-2522 to gain access.)
- [Tour Partner Menu which includes the following options:](#)

PARTNER MENU

- [Edit Partner Profile](#)
- [Manage My Organization's Contacts](#)
- [Manage Volunteer Projects](#)
- [Add to Community Calendar](#)
- [Volunteer Search](#)
- [Volunteer Timelogs](#)
- [Partner User Guide](#)
- [Lunch & Learn Sessions](#)
- [NEW Opportunity Search \(Preview\)](#)

STEP 2: Edit Partner Profile

This step is important as the information you input will be displayed in our Volunteer Arlington Partner Directory. Many potential volunteers start their search with our Partner Directory!

- [Designate Areas of Impact \(Mandatory Field\)](#)
Note: When potential volunteers search the Volunteer Arlington Partner Directory by Area of Impact, your organization will be displayed if it fits the volunteer’s designated search. You may check multiple areas of impact if applicable. Ex) Affordable Housing and Education and Mentoring
- [Upload Image \(Optional Field\)](#)

Note: Whereas this field is optional, providing your logo at this point will allow potential volunteers to be exposed to your organizational brand.

- [Add Mission Statement](#)
- [Add Address, Phone, and Web](#)
- [Update Additional Information](#)

Note: Some of these fields are now mandatory, so please update as needed.

STEP 3: Manage My Organization's Contacts

This step is especially important to update periodically as employees transition in and out of your organization.

- [Add any new contacts and make any past employees "inactive"](#).

Note: An account will automatically be created for new users and the user will be notified by email.

STEP 4: Manage Volunteer Projects

- [Understand the new volunteer management system](#)

Previously: "Projects" the place where you can provide all the information shown to Volunteers about your "Volunteer Opportunity".

Now: The biggest change is that the Project does not have to be the primary place for you to make your appeal for your "Opportunity". Projects are an administrative feature and can serve as a container for multiple Volunteer Opportunities in one location.

Ex) The Project is "Walk to End Alzheimer's"

Within this project, there might be numerous volunteer opportunities such as Event Set- Up, T-shirt Distribution, and Route Monitors.

Ex) The Project is "AHC, Inc. Afterschool Mentors/Gates of Ballston Community Center"

Within this project, there might be numerous volunteer opportunities such as Elementary School Mentor and Teen Mentor

A sample Volunteer Opportunity with the Volunteer Project Description below:

Home » Volunteer Opportunities

Volunteer Opportunities

[Back to Search](#)



Presenter

Volunteer roles include presenters, presentation assistants, administrative support, or presenter trainers. Depending on which worker role you choose, your qualifications will vary. All Workers are expected to be:

- Enthusiastic about the American Red Cross mission and programs
- Fluency in basic computer skills; adaptable to new systems
- Demonstrated respect and recognition of the role and the responsibilities of others; highly collaborative
- Communicates effectively both in writing and verbally
- Interests in expanding Red Cross capabilities through teaching and empowering others
- Reliable, punctual, good time management skills
- Must be able to meet all background check requirements imposed by the Red Cross and any imposed by local school jurisdictions
- Completion of all required trainings

[Volunteer!](#)

Pillowcase Project

Save lives and prevent injury by providing leadership and/or support to Disaster Cycle Services team members through **The Pillowcase Project**. The **Pillowcase Project** is a national youth preparedness program offered by Red Cross regions across the country. The 40- or 60-minute presentation provides emergency preparedness education to youth in grades 3-5 (ages 8-11) in school classrooms and other settings.

Numerous tools have been developed for this program including a standardized curriculum, workbook, quizzes and activities which have been carefully constructed with the help of curriculum and hazard experts. Many tools for presenters have been developed to foster consistency and fidelity to the program goals and objectives. The highly interactive presentation addresses home fire safety, a local natural hazard, psychosocial coping skills and household preparedness steps like making a plan and a kit.

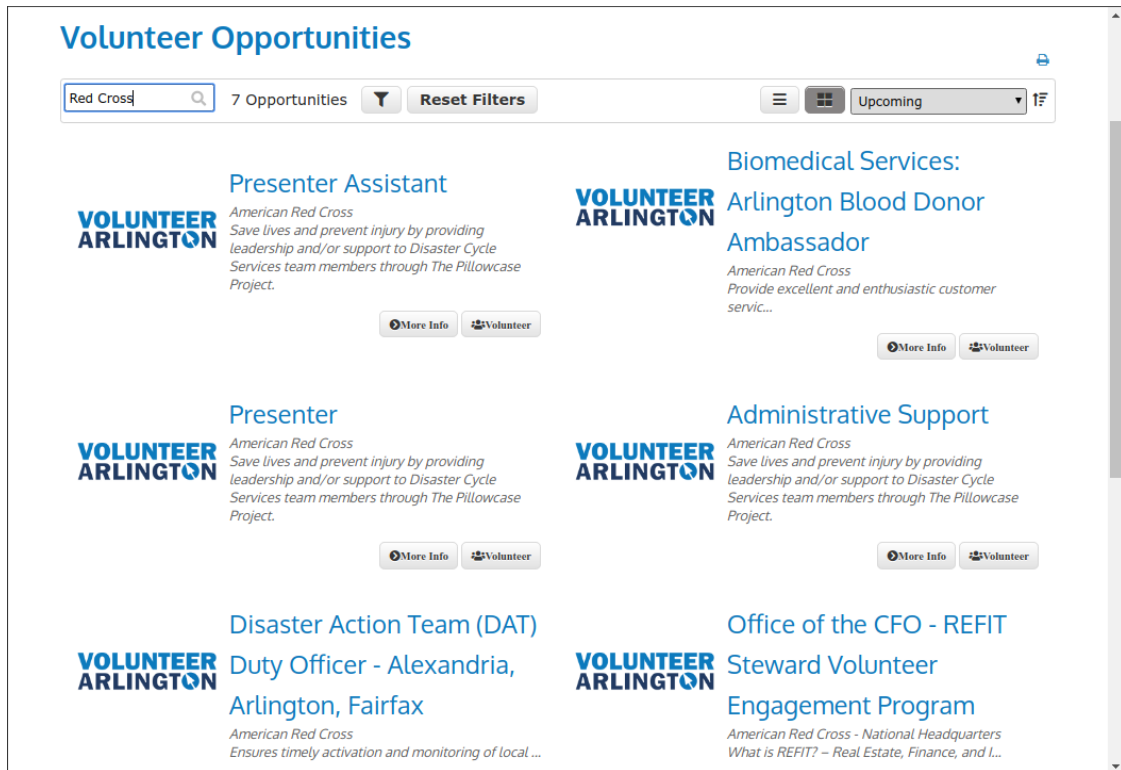
American Red Cross

A “Project” might have many “Opportunities”, or it might simply have one opportunity.

As you organize your volunteer projects/opportunities in the new system, you might want to rethink how you organize and market your various volunteer needs.

***The first three things that volunteers will see are your Opportunity Title (with your organization name underneath), Image, and Teaser, so it is important to make these three items clear, concise, and catchy!**

A sample search below:



If the volunteer clicks “More Info”, they will see the Opportunity Description.
 If the Opportunity is one of many opportunities in a Project, you can choose to display the Project Description as well (as seen in the image on Page 2) however, this is optional.

Once a volunteer clicks “Volunteer”, your “Manager”, named the “Project Description” will be emailed. The Manager is then responsible for connecting with the volunteer through email.

➤ Add/ Edit a volunteer project.

If you only have one “opportunity” to post, you will need to create at least one “Volunteer Project” to hold the opportunity/opportunities.

- Project Title (name the project)
 - Ex) Walk to End Alzheimer’s*
 - Ex) AHC, Inc. Mentors/ Gates of Ballston Community Center*
 - Ex) Website Developer*
 - Ex) Phoenix Bikes Volunteer (a sample Project Container if needed)*
- Project Description

Note: The Project Description is optional and not displayed by default. *This feature is typically used when you have multiple opportunities and when you want to display the same information for all of them. The project description will be displayed below the Opportunity description.*
- Location

- **Project Active:** select the box below if the project is active; deselect if the project is no longer active
- **Relationships**

In this section, you will identify the volunteer project's owner(s), manager(s) and partner(s). In each field, you can search by typing in a name or email address. You can also refine your search by clicking on the drop-down button located inside the search field.

 - The *Owner Field*: identifies the project's owner(s). This field is useful if you want to restrict who can edit/delete the project.
 - The *Manager Field*: identifies the individual(s) who will manage the volunteers during the extent of the project. These individuals will receive related notifications, etc.
 - The *Partner Field*: identifies organizations that will benefit from the volunteer project (e.g. organizations that may be brokering volunteers to other organizations).

➤ Add an Opportunity

- **Add Opportunity Title**
- **Add Image**

At this point, you can upload an image by clicking the image icon. Suggested images to upload: your organization's logo or a stock photograph associated with the volunteer opportunity. If an image is not uploaded, Volunteer Arlington's logo will appear as your project's image.
- **Add Opportunity Teaser**

This should be one-two sentences that serve as a catchy hook to recruit potential volunteers. If no teaser is added, the system will default to the Opportunity Description which might be too cumbersome for a quick search.
- **Add Opportunity Description**

This is your chance to offer a more in-depth description of the volunteer opportunity. Users will see this if they click "Learn More".
- **Add Custom Fields**

This is your chance to add needed skills and opportunity impact.
This is worth filling out!
Skilled volunteers who are looking to connect with their desired Area of Impact will be matched to your opportunity if it is a fit!
- **Add Location**
- **Check if the opportunity is active and specify the time frame.**
- **Display Volunteer Shifts (if applicable)**
- **Show Project Information**

Select this option if you would like to display information from the Project in which this Opportunity belongs.