



Creating a Volunteer Opportunity

Section 1: Defining Volunteer Roles

The first step of creating any volunteer opportunity is to determine whether or not tasks are appropriate for volunteers. Here are some things to consider:

- Is the task meaningful and helpful to the organization?
- Is the work appealing or interesting?
- Can volunteers easily be trained to do this?
- Can the work be broken up into smaller tasks that volunteers can do on a part-time basis?
- Is there a support framework for volunteers? Do you have:
 - A volunteer manager?
 - A volunteer policy?
 - The ability to train the volunteers?

If the work is appropriate for volunteers, then you need to decide what roles the volunteers will play in completing the work. Some tasks can belong to one role, while others may need to be divided into multiple roles.

Example

There is a storm-damaged home in your community, and you want to engage volunteers in clean-up efforts.

Work needed: Removing debris, pulling up tile, removing cabinets, repairing holes in the roof, repairing electrical wiring.

Tasks:

- **Volunteer appropriate:** Removing debris, pulling up tile and removing cabinets. Volunteers could be easily trained in these tasks, and the work could be performed in a few hours.
- **Appropriate with training:** Repairing holes in the roof. If you have a staff member with the skills and experience to repair roofs, who can provide the appropriate training and supervision for volunteers, then this could be a volunteer task. If the repairs are complex, this may be a task for a professional, and would not be volunteer appropriate.
- **Tasks not appropriate for volunteers:** Repairing electrical wiring. Unless your volunteers are professional electricians, this task would not be appropriate.

Volunteer roles:

- Moving debris and damaged furniture from the home to the roadside curb.
- Tearing out damaged flooring and cabinets.
- Patching holes in a wooden rafter roof.

Once you have defined the volunteer roles for your project, you can begin planning an opportunity. Combining similar roles into one opportunity can work well, allowing you to make the most of your volunteers' time commitment. Be careful not to combine too many roles, or very different roles, into one opportunity - this will only be confusing for volunteers signing up, and will make tasks difficult to schedule.

Opportunity 1: Clean-up Home

Roles included: Moving debris and damaged furniture from the home to the roadside curb, removing damaged flooring and cabinets.

These two roles would require similar skills and training, and share a common goal. Both of these roles could easily fall under the same supervisor, so combining them into one opportunity is an efficient use of time and resources.

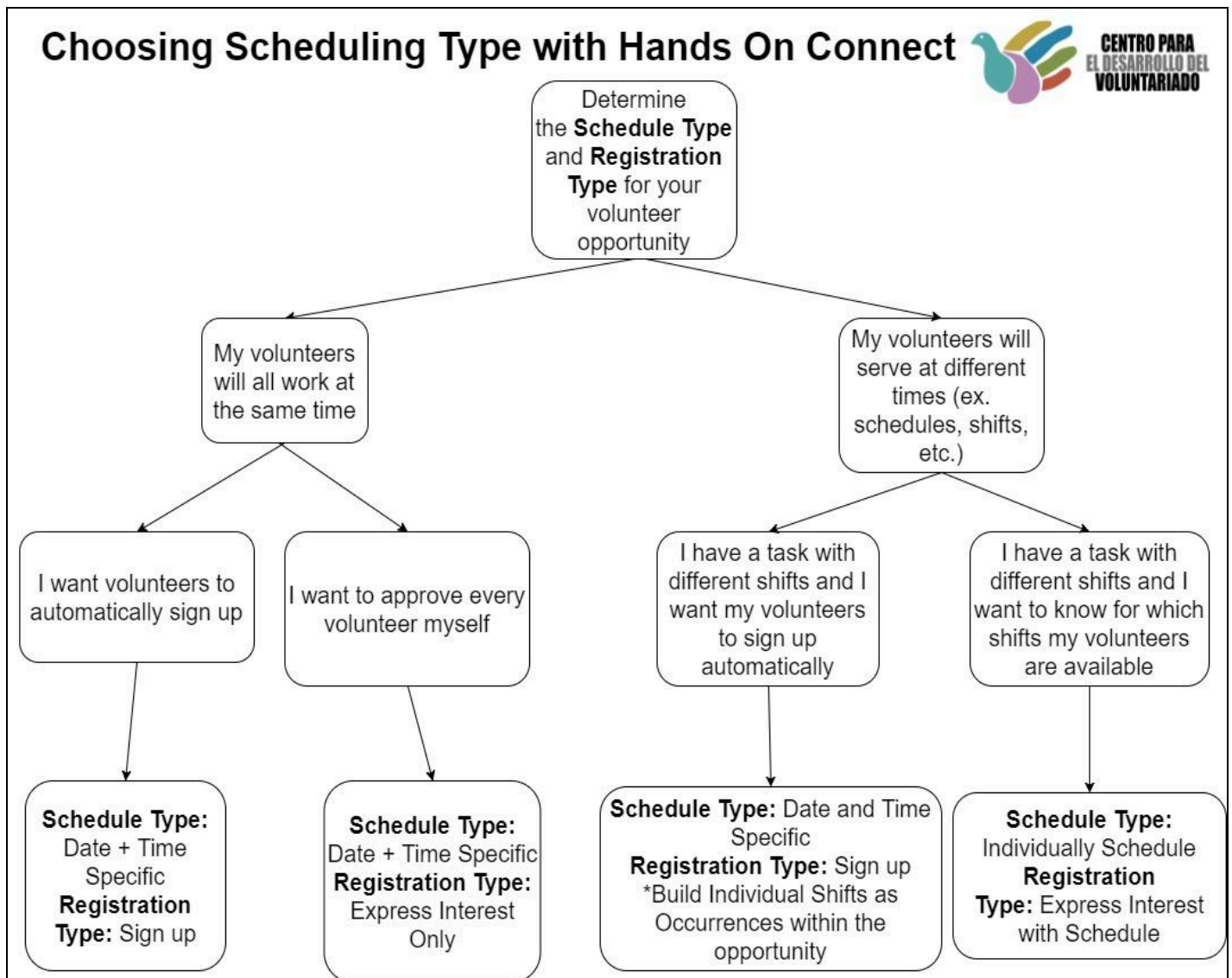
Opportunity 2: Repair Roof

Roles included: Patching holes in a wooden rafter roof.

This role requires specific skills and special training, and a larger time commitment. You also would not want other projects taking place while the roof is being worked on, so this role works best as a separate opportunity.

Section 2: Choosing schedule and registration type

Once you have determined *what* your volunteers will be doing and *when*, you can begin creating the opportunity in HandsOn Connect. Choosing the best schedule and registration type is important when ensuring the correct amount of volunteer hours are documented in the platform. Use this flowchart as a guide.



Section 3: Creating the opportunity description

Opportunity title

The title of your volunteer opportunity is typically the first thing a volunteer sees when searching for opportunities. The title should be short and capture the volunteers' attention, but also descriptive of what the work entails.

- Example: "Ponce beach clean-up," "Home repair in Humacao," "Canned food drive day!"

Opportunity description

The description should include all the information a volunteer might need to decide whether or not they want to participate. Additionally, it may be necessary to include information regarding details such as transportation, food, clothing requirements, etc., unless you intend to contact your volunteers to provide these details.

The opportunity description should:

- Capture prospective volunteer's attention
- Prepare the volunteer for successful completion of the opportunity
- Provide a descriptive account of what you hope to accomplish with volunteer assistance

Things to include in an opportunity description:

- **Purpose**
 - Describe the purpose of what the volunteers are doing- why are they needed?
 - How will this opportunity help achieve your goals?
- **Responsibilities/tasks**
 - It is important to list out specifically what the volunteers will be doing and what they will be responsible for. Make sure to list each individual task they should expect to do.
- **Qualifications**
 - What qualifications does the volunteer need to have in order to participate?
 - Do they need any certifications or skills?
 - What kind of knowledge or experience do they need to be successful?
- **Support**
 - Who will provide support to the volunteers in order for them to be successful?
 - If training is needed, will it be provided? Who will provide this, and when?
 - Who will they report to? This is especially important if this will be different from the volunteer coordinator listed on the opportunity.
 - If applicable, will the volunteers need to provide their own transportation, food, etc.?

The platform will display all other relevant information that you entered when creating the opportunity, such as Date and Time, Age Restriction, Maximum Number of Volunteers able to sign up, and contact information for the opportunity coordinator.

Description Template

Purpose *Why do you need volunteer help? Why is this important?*

After hurricane Maria, there are many homes that have been damaged. Our organization focuses on rebuilding houses on the island so people have a safe place to stay. We have specialized construction managers that begin the rebuilding process, however rebuilding a home requires a lot of help. We like to have volunteers come in and provide this assistance.

Tasks and Responsibilities *What will the volunteers be doing?*

Volunteers are needed to assist with the final stages of a home rebuild. Possible tasks include:

- Placing wooden rafters on the roof
- Placing tin sheets on the roof
- Replacing windows
- Painting

Qualifications *What kind of person is fit for this opportunity? Do they need to have any special skills or knowledge?*

Volunteers will need to be willing and able to do heavy lifting and withstand intense heat. Volunteers do *not* need prior construction experience, but it is a plus!

Support *Who should they report to or contact while working with you?*

Volunteers will be working under our construction expert, Maria, who is also the opportunity coordinator listed below. You can reach her through email. She will provide all basic training needed to complete the tasks when volunteers arrive on site.

Example Opportunity

Opportunity Title: Home rebuild in Humacao

Schedule and Registration: Date and Time Specific, Sign Up

Opportunity Description:

After hurricane Maria, there are many homes that have been damaged. Our organization focuses on rebuilding houses on the island so people have a safe place to stay. We have specialized construction managers that begin the rebuilding process, but rebuilding a home requires a lot of help! Come join us in completing the final repair projects for a home in need.

Volunteers are needed for a variety of repair projects. Possible tasks include:

- Placing wooden rafters on the roof
- Placing tin sheets on the roof
- Replacing windows
- Painting

Volunteers will need to be willing and able to do heavy lifting and withstand intense heat.

Volunteers do *not* need prior construction experience, but it is a plus! Volunteers will be working under our construction expert, Maria, who is also the opportunity coordinator listed below. You can reach her through email.

Maria will provide basic training for the day when volunteers arrive at the meeting site.

Transportation from the meeting site to the work site will be provided. Water is provided, but volunteers will need to pack their own lunch. Volunteers will be required to wear long pants and closed toe shoes (boots preferred). For any questions, please contact Maria.

Section 4: Occurrences

Occurrences appear within an volunteer opportunity, and show how many times the opportunity will ‘occur.’ Every opportunity will have at least one occurrence, and you can schedule multi-day events by creating an occurrence for each day.

When adding new occurrences, you can adjust the Date & Time, Location, and Maximum Attendance as needed.

Examples

Create multiple occurrences for:

- An opportunity that requires multiple days to complete, such as a three-day weekend project. You would create an occurrence for each day of the project, for a total of three occurrences.
- An opportunity that repeats on a regular schedule, such as an organization that distributes canned food twice a month. The project is the same each time (passing out canned food), so each event can fall under the same opportunity. The organization would simply create a new occurrence for each day they distribute food.

Multiple occurrences can also be used to schedule different shifts for an opportunity, when you want your volunteers to be able to register automatically through the Sign Up function, instead of using the Express Interest registration.

- An opportunity is a one-day event, from 8:00 am to 9:00 pm. Volunteers are needed for two shifts, in the morning from 8:00 am to 1:00 pm, and in the afternoon from 2:00 pm to 9:00 pm. Each shift would be an occurrence within the opportunity, for a total of two occurrences.

Example Opportunity in HandsOn Connect

[LOGIN](#)

[HOME](#)
[FOR ORGANIZATIONS](#)
[FOR VOLUNTEERS](#)
[DISASTER](#)

Opportunity Details

Home Rebuild in Humacao

[Test Organization](#) |

After hurricane Maria, there are many homes that have been damaged. Our organization focuses on rebuilding houses on the island so people have a safe place to stay. We have specialized construction managers that begin the rebuilding process, but rebuilding a home requires a lot of help. Come join us in completing the final repair projects for a home in need!

Volunteers are needed for a variety of repair projects. Possible tasks include:

- Placing wooden rafters on the roof
- Placing tin sheets on the roof
- Replacing windows
- Painting

Volunteers will need to be willing and able to do heavy lifting and withstand intense heat. Volunteers do not need prior construction experience, but it is a plus! Volunteers will be working under our construction expert, Maria, who is also the opportunity coordinator listed below. You can reach her through email.

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ISSUE AREA(S)

Disaster & Emergency Services

REQUIREMENTS

Age Minimum (with Adult):18+, Minimum Age:18+

Sign Up

THURSDAY, MAY 17, 2018 FROM 9:00 AM - 3:00 PM

Location: San Juan, PR 00795

Volunteer Limit: 10 | Spots Remaining: 10

Opportunity Leader: Maria Ramirez

Full opportunity address and directions will be sent to you by e-mail after you sign up.

SIGN UP

Sign up with a team

FRIDAY, MAY 18, 2018 FROM 9:00 AM - 3:00 PM

SATURDAY, MAY 19, 2018 FROM 9:00 AM - 3:00 PM