

Request to Add an Approved Volunteer Job to Your Volgistics Service Profile

Last updated 10/09/2024

In order to post your Volunteer Service hours, the AZMNA timekeeping system, VicNet, must first be updated to include the Jobs that you are performing. In some cases, the Chapter or Association Timekeeper will preload Jobs (e.g. ACH Misc. Service, AT Continuing Education, etc.). However, in most cases, you will need to submit a request so that your Chapter Timekeeper can update your profile. To request to add a new volunteer service Job to your profile, please complete the following steps. You will submit a separate form for each Job you want added to your profile.

Note: All of the links included below are also available on the <u>Members Resources</u> page in the <u>Timekeeping section</u> and on the <u>VicNet landing page</u>.

Step 1:

- Review the <u>AZMNA Approved Volunteer Service Listing</u> to identify the name of the Job you want added to your profile.
- If you are uncertain about which Job on the list of Approved Jobs you should request, please review the Job Descriptions available at the following link: <u>00 AZMNA</u> <u>and Chapter Job Descriptions (EXTERNAL)</u>
- Make note of the exact name of the Job you want added to your profile (e.g. Wild at Heart, Tohono Chul TCP Citizen Science, etc.).
- Keep in mind that you should only request to add Jobs that you definitely plan to perform since you can submit additional requests anytime.
- If you do not find a Job on the <u>AZMNA Approved Volunteer Service Listing</u>, you may need to follow the instructions for creating a Job Description that can be found on the <u>Member Resources</u> site in the How to Get Involved section. Please reach out to the AZMN Association Partnership Committee BEFORE creating a new Job Description.



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Please note that your specific job, role or project may be included in a general Approved Job Description (JD) for that partner/associate/sponsor. For example, Tohono Chul has three Pillar JDs (Education, Citizen Science and Stewardship) for posting of hours. There are several jobs or services listed under each of those JDs. Similarly, Maricopa County Parks has one JD that encompasses and details their volunteer opportunities for all the jobs listed in Volgistics. You should review the partner/associate/sponsor JDs to determine if your service is included in a general Approved Job Description.

Please check with your Chapter Partnership Committee if you have any questions. They are there to assist you as necessary with this process.

Step 2:

- Next you will complete and submit the following form: Request Form to Add a Job to Your Profile.
- When completing the form, please be sure to specify your Chapter and the exact name of the volunteer service Job as it appears on the AZMNA Approved VS Listing.
 The Job name should be entered in the "Assignment" field on the form. Please submit a separate form for each Volunteer Service you want added to your profile.
- Once the form is submitted, your Chapter Timekeeper will add the Job to your
 profile in Volgistics and will notify you when you can post your hours. The updates to
 your profile may take up to two weeks to complete. In the interim, please keep a log of
 your hours as necessary. In the interim, please keep a log of your hours as
 necessary.