



Request to Add an Approved Volunteer Job to Your Service Profile for Posting of Hours

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In order to post your Volunteer Service hours for a specific approved job, your service profile must be updated to include that job. You will need to submit a request form so that your Chapter Timekeeper can perform this task.

To request to add an approved volunteer service Job to your profile, please submit the following form after reviewing the information below.

**** [Request Form to Add a Job to Your Profile](#) ****

You will submit a separate form for each Job you want added to your profile. Please note that you will already have the following jobs preloaded in your profile by your Timekeeper: ACH Misc. Service, AT Continuing Education, and AT Skills-based.

Please READ these instructions before submitting form

- Review the [AZMNA Approved Volunteer Service Listing](#) to identify the name of the Job you want added to your profile.
- Make note of the exact name of the Job you want added to your profile (e.g. Wild at Heart) and input this into the form.
- Keep in mind that you should only request to add Jobs in which you are already participating since you can submit additional requests at a later date.
- If you do not find your Job on the [AZMNA Approved Volunteer Service Listing](#), you may need to follow the instructions for [How to Create a Job Description](#).
- Once the form is submitted, your Chapter Timekeeper will add the Job to your profile and notify you accordingly within 2 weeks. In the interim, please keep a log of your hours as necessary.

Please note that your specific 'job' may already be included in an Approved Job Description (JD) for that organization. For example, Tohono Chul has three Pillar JDs (Education, Citizen Science and Stewardship) but only 1 line for posting of hours. Maricopa County Parks has one JD that encompasses and details their volunteer opportunities for all the jobs listed in Volgistics which includes several job lines for posting of hours. Make sure you review any JD(s) to determine if this is the case. If you have questions, reach out to partnerships-azmna@azmasternaturalist.org.