

The following tips will help you write an opportunity that will engage volunteers and communicate the pertinent information for the position.

Organization/ Program Name(s)	Tips	Sample Organization Response
Impact Statement	<p>Volunteers want to know the impact of their support. How will their volunteer commitment make a difference? What is the organization’s mission or vision statement?</p> <p><i>Note: This field has a limited amount of words. Make the statement vibrant and concise.</i></p>	<p>PIN example: We believe that volunteerism helps to build a vibrant, healthy resilient community.</p>
Position Title	<p>This is a required field.</p> <p>Give your volunteer position a meaningful name that describes what the person will be doing. This is a job title and volunteers will want to use this on a resume. Generic titles such as “worker” and “helper” aren’t going to show the skills the volunteer has used or developed while contributing to your mission.</p>	<p>Administrative Office Volunteer</p>
Contact	<p>This is a required field.</p> <p>Include the name, job title and contact information for the person volunteers should call to ask questions and apply to. You must include the email address for the contact person as it is essential for receiving automatic notifications from potential volunteers.</p>	<p>Jane Doe Volunteer Coordinator Sample Organization 123-456-7890 janedoe@sampleorganization.ca</p>
Duties	<p>This is your chance to sell your position to potential volunteers. Share what they will be doing and how it relates to your mission. Take the time explain to a volunteer the specific tasks they will be asked to do.</p>	<p>Volunteers will be required to answer phones, photocopy documents, prepare mailings and greet guests as they arrive. These tasks will assist Sample Organization in raising funds to support their programs.</p>

More Info Link	This field should be used to link the potential volunteer to a distinct page on your website that provides information about volunteering. Try to avoid linking to your homepage. You want to make it easy for a volunteer to apply to work with your organization.	Instead of sampleorganization.ca, include sampleorganization.ca/volunteers
Benefits	Share the benefits of volunteering with your organization. These can be tangible, experiential or emotional. Explain how volunteers receive these benefits, if they aren't immediately provided.	Volunteers will gain x and y skills and have the opportunity to work with likeminded people. Volunteers will have the opportunity to participate in monthly training session, receive free parking and refreshments on each shift, and will be provided with a volunteer t-shirt. Volunteers will be reimbursed for their Police Records Check after 3 months.
Clients	Explain the type of people volunteers will interact with and/or make a change for.	Volunteers will interact with staff and other volunteers who are raising funds to support individuals with special needs.
Ages	If you have a minimum age requirement to volunteer, please list it here. Maximum age requirements are not typically needed, unless volunteers are a required from a specific cohort.	<p>Examples:</p> <p>Ages: 12-21 for a Youth Engagement Committee</p> <p>Ages: Minimum 14 based on insurance</p> <p>Under 14 requires parental supervision</p>
Suitable For	<p>Identifies if this position is suitable for individuals that may have unique or special needs or abilities. For example:</p> <ul style="list-style-type: none"> • Adults(18+) • Couples • Families • Groups • Highschool Students 	Please select all from the list that apply.

	<ul style="list-style-type: none"> • Newcomers • Persons with Limited Mobility • Post Secondary Students • Seniors (55+) • Workplace/Corporate Groups 	
Suitable For OSSD	<p>Here you have the choice of indicating if high school students can volunteer with this position and use the hours they earn towards their 40 hour community service requirement. Select either "yes," "no," or if you are unsure, select "unknown."</p>	
Areas of Interest	<p>Indicate the different interests that are applicable to the position. Below the text box field, you will see "area of interest finder." This is an interactive tool that will help you identify the areas of interests that are available in the database and which correspond to the volunteer position. In the database there are two levels of areas of interest: (1) general and (2) specific. The general area of interests helps you search for the specific areas of interests.</p> <p><i>*Please note that volunteers searching the database will typically search by the specific areas of interest. It is important to list ALL relevant specific Areas of Interest.</i></p>	<p>Example 1:</p> <ul style="list-style-type: none"> - General Area: Administration, Boards & Committees - Specific Area: Office Administration <p>Example 2:</p> <ul style="list-style-type: none"> - General Area: Office Work & Business - Specific Area: Clerical/Typing/Filing, Reception Support
Skills/Experience	<p>Identifies the skills or experience that is required of the volunteer.</p>	<p>Volunteers with administrative experience, good customer service skills and strong interpersonal skills would be an asset.</p>
Commitment Length	<p>It is important to note the minimum commitment length, especially for youth volunteers. If</p>	<p>A minimum requirement of 3 months is preferred.</p>

	applicable, provide a reason for a longer commitment.	Another example: Board Members serve for a minimum of a 2 year period with possibility for renewal after that time.
Dates and Times	<p>If you have a specific need regarding dates and times, clearly specify them here.</p> <p>If your volunteer opportunity can be flexible but within specific times, specify that here.</p> <p>If your position is flexible based on the availability of the volunteer or they can set their own schedule, specify that here.</p> <p>If it is an event, please specify the date in the notes section.</p>	<p>Monday and Wednesday from 9am-12pm</p> <p>Schedules are flexible between Monday and Friday from 9am to 5pm. 3 hours shifts.</p> <p>Volunteers can set their own schedule based on their availability.</p> <p>This is a one day event on October 12, 2017 from 9am-12pm.</p>
Interaction Level	Identifies the type (amount) of interaction with others required for this position. Acceptable values include: solitary, one-to-one, small group, large group.	Volunteers will support individuals with special needs and their families though one-on-one interactions. You will be the first point of contact for people seeking X services.
Minimum Hours	Please select the minimum hours that are required either by Day, Week, Month, Year or Total.	3 hours per week.
Seasons	Let volunteers know when this opportunity will happen. Will it be a spring/summer position that they can enjoy outside? Or will it be a year round position in an office?	Your choices are: Spring, Summer, Fall, Winter, Year round.
Accessibility	Volunteers often carry out their duties in a number of settings. Ensure you give specific details about the accessibility of all locations. Please indicate if the opportunity is one of the following:	The office is accessible. Accessibility parking is available outside the office, directly in front of the building.

	<ul style="list-style-type: none"> - Fully accessible - Partially accessible - Not accessible - Unknown - Close to public transportation - Transportation may be available <p>The above options refers to wheelchair accessibility.</p> <p>Beside each category is a space for notes i.e. Washrooms not accessible; Some assistance may be required. Details on transportation assistance, etc.</p> <p>There is a section for additional notes that do not fit with the above categories.</p>	
Location	<p>This is a required field.</p> <p>Tell volunteers where they can expect to carry out their volunteer job. This can be as specific as the exact address or as general as the community.</p>	<p>123 Somewhere Street, Guelph</p> <p>Town of Erin</p>
Number of Positions	<p>This is a required field.</p> <p>Specify which areas of Guelph and Wellington County you need volunteers to contribute to your organizations. Choose a minimum of one location and as many as all locations.</p> <p>Use the notes field to clarify the exact number of volunteers needed across all communities, or any other relevant notes about the communities or number of positions available.</p>	<p>Guelph – 10</p> <p>Erin – 5</p>

Training	<p>Denotes what training opportunities are available to the volunteer and how training is provided. Acceptable values include: Orientation; Training is Required; Scheduled Training; Training on the job; Training on-going</p> <p>Additional notes about training can be entered as required.</p>	<p>Volunteers will receive an orientation to the organization on their first shift.</p> <p>AODA training will be provided within the first month.</p> <p>Volunteers must have a Standard First Aid certificate when applying to be an X volunteer.</p>
Transportation	<p>This field identifies transportation-related information about the opportunity. This may include both requirements of the volunteer (such as a needing a driver's license) as well as transportation options available to the Volunteer (such as being on a City Bus Route).</p> <p>Values may include: Near Public Transit; Driver License Required; Car Required; Transportation Provided</p>	<p>The x office is located on the bus route.</p> <p>Volunteer must have their own vehicle, a valid driver's license, clean driving record and provide proof of appropriate vehicle insurance (1,000,000 liability).</p>
Application Deadline	<p>Contains the deadline for applying for this volunteer opportunity. Entered in the dd mmm yyyy format.</p>	<p>12 Jan 2018</p>
Cost	<p>Contains information about any costs or fees a volunteer in this position is required to pay. For example, is the volunteer required to pay for specific training, pay a membership fee for the organization, etc.? Any reimbursements should be noted here.</p>	<p>n/a</p> <p>or</p> <p>Volunteers will be asked to pay \$15 for a uniform.</p>
Police Check	<p>Used to identify whether a background check (including a CPIC) is required from potential volunteers. Values can be "Unknown", "Yes" or "No".</p>	<p>No</p>

Additional Requirements	Identifies any additional requirements needed of the volunteer.	
Liability Insurance	Identifies whether liability insurance is available to volunteers in this position. Values include "Unknown", "Yes" or "No".	Unknown. Often organizations will have liability insurance for Board Member positions. This is an ideal place to indicate that.
Social Media	A set of multiple fields where you can showcase the different platforms that your organization is currently using to communicate with your audience. Please include a hyperlink (not a handle) to all relevant social media outlets.	https://twitter.com/PINnetworkGW
Date of Request	This is to let the coordinator know when you submitted your request. The "today" button is most commonly used.	
Start Date	Date the volunteer would be required to begin working. You may specify a single date or a range of possible start dates. You can also leave this field blank if you choose to.	1 Feb 2018 Please note that this is not an open ended field. You cannot write "ongoing." However, you can leave it blank. It is recommended that you do pick a date though. For example, you can pick the date of the request.
End Date	The Date the volunteer position ends. You can also leave this field blank if you choose to.	12 June 2018 Please note that this is not an open ended field. You cannot write "ongoing." If the position is ongoing, our suggestion is to set the date a year away from when you post it.
Display Until	Indicate when you would like the position to be taken down from public view. Expired records are automatically hidden in many areas of the software and all public searches. You can request to see your organization's expired records from PIN at any point in time.	25 Jan 2018

Other items to note:

- Please allow up to 10 business days for the record to be reviewed, created and/or updated.
- In order for a position to be posted live to the database, a Community Information record requires to be attached to the Volunteer Opportunity. Additional time for the team at PIN who lead this area may be required.
- When considering recruitment, please allow ample time for the position to be posted. For example: volunteer needed to begin for February 1, 2018; allow time for orientation, training, screening prior to start date and provide ample time for the position to be viewed on the database. *For this example, posting of the position needed for February 1, it is recommended that it be posted at the beginning of December 2017. I.e. 4 – 6 weeks of live database, 2 – 4 weeks for interviews, screening, orientation and training.*
- Prior to posting a new position, we welcome members to inquire about expired records. Why create new when you can upcycle an archived position?
- Know that you have positions that have expired? Complete this form to request an update <http://pinnetwork.ca/request-expired-opportunities/>
- PIN will send out monthly update requests to the member record contact for positions that expired in the previous month.
- When considering recruitment for a volunteer opportunity, listing an opportunity on the database is one way to recruit. A fulsome recruitment strategy will assist in the success of your volunteer program.
- Weekly Friday Recruitment Ads showcasing volunteer opportunities are tagged on social media. Help spread the word! Retweets, shares and comments will help propel the recruitment message further.
- Posting of unlimited volunteer opportunities is one of the member benefits of PIN. For Membership support, please contact Kim Cusimano, Communications and Program Coordinator kim@PINnetwork.ca or by calling (519) 822-0912.

