

# VOLUNTEER FAIRFAX RECRUITER USER MANUAL

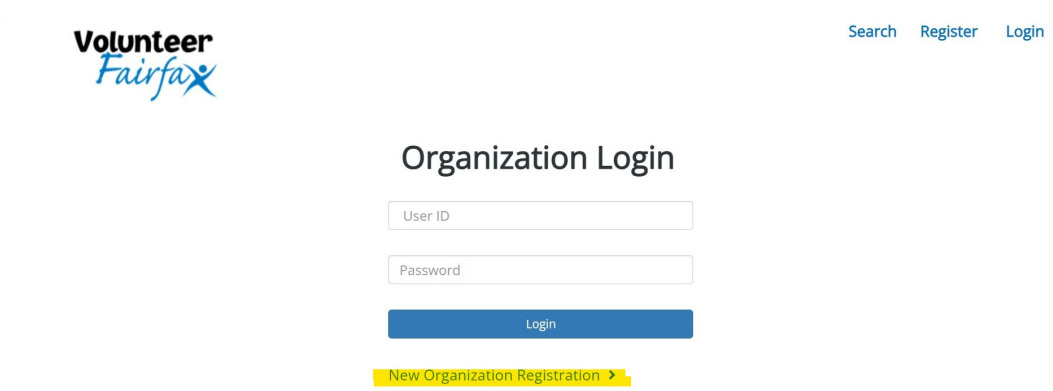
## OVERVIEW

Welcome to Volunteer Fairfax's Volunteer Management System. This guide will provide you with all the information your organization needs to register in our system and create and manage volunteer opportunities in our system.

The system will allow volunteers currently registered with Fairfax County's Volunteer Management System to log in with the same user ID and password. This gives your opportunities maximum exposure to more than 10,000 volunteers in our combined systems.

## REGISTERING YOUR ORGANIZATION

Click on the "New Organization Registration" link at [https://volunteernow.volunteerfairfax.org/custom/1427/organization\\_login](https://volunteernow.volunteerfairfax.org/custom/1427/organization_login)

A screenshot of the "Organization Login" page on the Volunteer Fairfax website. The page features the Volunteer Fairfax logo in the top left corner. In the top right corner, there are links for "Search", "Register", and "Login". The main heading is "Organization Login". Below the heading are two input fields: "User ID" and "Password". A blue "Login" button is positioned below the password field. At the bottom of the page, there is a yellow button labeled "New Organization Registration" with a right-pointing arrow.

Complete the registration form, starting with the User ID and password.

**Volunteer Fairfax** Search Register Login

### Organization Registration

\* indicates a required field.

Membership Form

\* ORG User ID

\* Password

\* Verify Password

Username requirements:

- ✗ valid format
- ✗ minimum of 6 characters

Password requirements:

- ✗ has a special character (e.g., \$, &, !, etc.)
- ✗ has a capital letter
- ✗ has a number
- ✗ doesn't match username
- ✗ has a lowercase letter
- ✗ minimum of 8 characters

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Continue completing the form:

Organization Executive Director

\* Executive Director Name  Email

Other Information

\* Organization Website

\* Organization Mission Statement

Primary Population Served

\* What type of organization are you?

- 501(c)3
- Fairfax County Government Agency
- Other Government Agency
- Other

Organization Name & Location

\* Organization Name & Acronym (if applicable)

\* Organization Street Address 1  Organization Street Address 2

\* Organization City  \* Organization State  \* Organization Zip Code

Organization Primary Contact

\* Contact Person  Contact Position

\* Email Address

Day Phone  Evening Phone  Cell Phone  Fax Phone

What resource(s) are you most interested in receiving through Volunteer Fairfax?

- Posting Volunteer Needs
- Nonprofit Training
- Boosting Activities/Programs on Social Media
- Other

Please describe your volunteer needs

Volunteer Fairfax hosts two community-wide volunteer events annually. Would your organization be interested in hosting volunteers for a service project for the following:

- VolunteerFest (September/October)
- MLK, Jr. Weekend of Service (January)
- Not now, but please re-contact me at a later date
- No, we cannot host a service project

Volunteer Fairfax hosts two community-wide volunteer events annually. Has your organization ever hosted volunteers for a service project for any of the following:


- VolunteerFest (September/October)
- MLK, Jr. Weekend of Service (January)
- No, we have not hosted a service project

Are there any immediate volunteer or donation needs you have as you organization recovers from the impact of the pandemic?

Please list those individuals that you wish to assign as Hours Approver(s)


Upload your logo (This will display by your organization information) and then click the "Submit" button.


Image






Not Uploaded

[Upload](#)

[Submit](#)





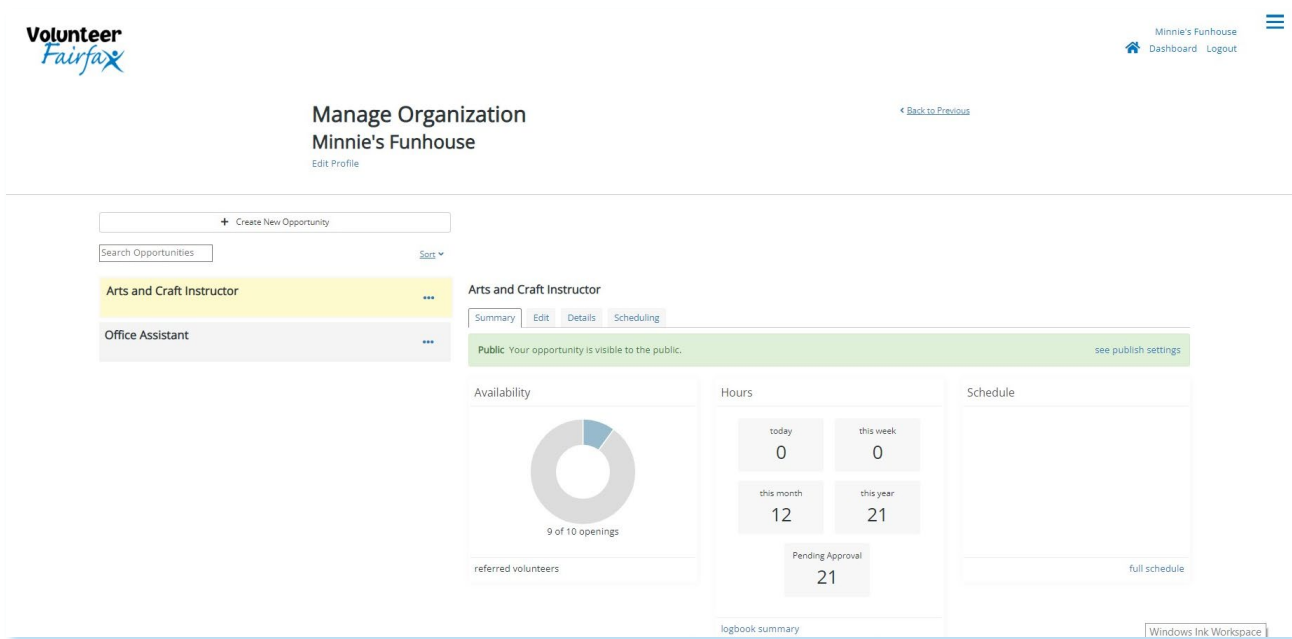
Email Volunteer Fairfax  
Phone 703-246-3460  
[Contact Us](#)

### MANAGING YOUR ACCOUNT

Once your account is created, your opportunities can be managed from the Dashboard.

Directly below your organization name is the "Edit Profile" link. Click on this link to go back and update organization information.

Below that is the section for creating new opportunities and managing them once they are created.



## CREATING OPPORTUNITIES

On the Organization Dashboard, click on the “Create New Opportunity” button. This will open the form that needs to be completed to submit a volunteer opportunity. Required fields are marked by a red \* asterisk.

### Create Opportunity

Create a Volunteer Opportunity

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**\* Title**

Please provide a brief program summary including department and position title

Opportunity Description



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**\* Position available as of (start date)**    **Position End Date**

MM/DD/YYYY      MM/DD/YYYY

If position is indefinite, please leave empty

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Opportunity Type

<input type="checkbox"/> Adult	<input type="checkbox"/> Corporate Group
<input type="checkbox"/> Kid-Friendly (<12 with parent)	<input type="checkbox"/> Community Service
<input type="checkbox"/> Youth (12-17)	<input type="checkbox"/> Emergency
<input type="checkbox"/> Senior	<input type="checkbox"/> Volunteer Orientation
<input type="checkbox"/> Group	<input type="checkbox"/> Private

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Please select the area(s) for this Opportunity

- Braddock
- Dranesville
- Hunter Mill
- Lee
- Mason
- Mount Vernon
- Providence
- Springfield
- Sully

**Activities**

<input type="checkbox"/> Advocacy	<input type="checkbox"/> Finances, Accounting & Tax Preparation
<input type="checkbox"/> Animal-Related	<input type="checkbox"/> Food, Agriculture & Nutrition
<input type="checkbox"/> Arts, Crafts & Games	<input type="checkbox"/> Health Care
<input type="checkbox"/> Civic & Community	<input type="checkbox"/> Housing & Shelter
<input type="checkbox"/> Computers & Technology	<input type="checkbox"/> Libraries & Education
<input type="checkbox"/> Crime Prevention & Public Safety	<input type="checkbox"/> Mental Health & Crisis Prevention
<input type="checkbox"/> Culture, History, Music & Performing Arts	<input type="checkbox"/> Office & Administrative Work
<input type="checkbox"/> Domestic Violence & Sexual Assault	<input type="checkbox"/> Services for Children, Youth & Adults
<input type="checkbox"/> Emergency Preparedness & Response	<input type="checkbox"/> Training, Teaching & Mentoring
<input type="checkbox"/> Employment	<input type="checkbox"/> Translation & Interpretation
<input type="checkbox"/> Environment, Parks, Recreation & Sports	

Is this Opportunity associated with a Volunteer Fairfax Program?  
 Yes  No

Number of Volunteers Needed (Maximum)

**Program Location**

\* Address 1  Address 2

\* City  \* State  \* Zip Code  Phone Number (Optional)

Further Instructions (how to find, where to park, etc)

**Contact Information**

\* Contact Person  \* Contact Title/Position

Contact Address (if different from Location Address above)

Address 1  Address 2

City  State  Zip Code

\* Contact Phone Number  \* Contact Email

This image will display next to your opportunity on the Recruiter. Please use images that your organization has rights to use. Please only click the submit button once.

**Opportunity Image**

Image

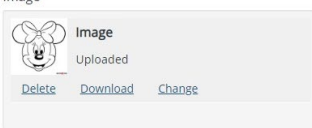


Image Uploaded

[Delete](#) [Download](#) [Change](#)

Volunteer Fairfax is notified when a new opportunity is submitted. The opportunity will be reviewed and published. Once it is published the contact will receive an email notification.

When volunteers sign up for your opportunity, the contact will receive an automatic email notification of the sign up.

## CREATING SHIFTS

The system will allow you to create shifts (date and time specific) opportunities for your volunteers to sign up. To start, click on the opportunity title you wish to create shifts for and then click on the “Scheduling” tab. Then select “Click here” in the blue bar.

The screenshot shows the 'Manage Organization' page for 'World Peace'. The 'Peace Facilitators' opportunity is selected, and the 'Scheduling' tab is active. The 'New Schedule' form is displayed with the following fields and options:

- Slot Description:** Spring training sessions
- Start Date:** 03/07/2023
- Start Time:** 6:00 pm
- End Time:** 8:00 pm
- Repeat Slot:**  Yes  No
- Repeat Term:**  Sunday,  Monday,  Tuesday,  Wednesday,  Thursday,  Friday,  Saturday,  1st Sunday,  1st Monday,  1st Tuesday,  1st Wednesday,  1st Thursday,  1st Friday,  1st Saturday,  2nd Sunday,  2nd Monday,  2nd Tuesday

A blue bar at the bottom of the scheduling section contains the text: "There are no schedule shifts for this opportunity. Click here to make one."

- Last Wednesday
- Last Thursday
- Last Friday
- Last Saturday

Interval  
Weekly

Every  
1

Repeat Interval Days

Repetition Description

End Date  
04/04/2023

Location Address

Location Address 1      Location Address 2      Location City  
           

Location State      Postal Code  
     

Submit

Windows Ink Workspace