

HOW TO POST AN ONGOING VOLUNTEER POSITION



to your Association account
(for non-profit organizations only)

OR



and select "association" in
the ***apply for role***
drop-down menu



2. Click "Post an ongoing
Volunteer Position"

Create Ongoing Volunteer Position

Position Title: *

3. Enter the position title

Organization Logo:

Maximum file size: 128 MB
Allowed extensions: png gif jpg jpeg
Images larger than 640x480 pixels will be scaled

4. Upload your organization's logo

Click "Browse"
- Select the image on your computer

-- Click "Upload"

Website Address:

Website address to apply for the volunteer position

5. Enter the website of where to find more information

Contact Email:

Volunteer coordinator's email address

6. Enter the contact information for the Volunteer Coordinator







Contact Phone:

Position Description:

Format







7. Fill out the Position Description

Preferred Skills and/or Experience:

Format  **B** *I*     

8. Indicate any preferred skills and/or experience (Optional)

Time Requirements:

Format  **B** *I*     

9. List any time requirements (Optional)

Volunteer Application:

Maximum file size: 4 MB
Allowed extensions: txt pdf doc docx xls xlsx

Please upload your volunteer application here by clicking browse. (Optional)

10. Upload a volunteer application (if available)

▼ Location

Location name: e.g. a place of business, venue, meeting point

Street:

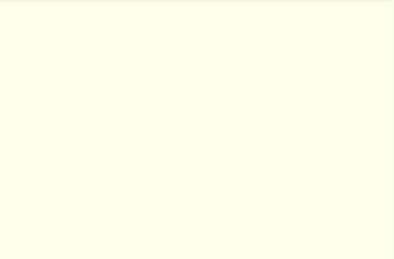
Additional:

City:

State/Province: ○

Postal code:

Country: ▼




11. Fill in the volunteer event(s) location information (must be completed in order to display the map)

****No need to fill in Latitude/Longitude text fields****

Google Maps will return these values for you after clicking "Save" at the bottom of the form**

Attach files to this ongoing volunteer job

Changes made to the attachments are not permanent until you save this post. The first "listed" file will be less than 7 MB and have one of the following extensions: *jpg jpeg gif png txt doc xls pdf ppt pps odt ods odp*.



12. Attach any additional files (Optional)



13. Click Save and you're done!