VolunteerLinc

Pro Tips: Posting Volunteer Needs or Wish List

- **Login** The user name is your email address. Don't know your password? Click **Forgot Password.**
- **Multiple people can post** volunteer needs for your agency. Every user will need to create a volunteer account. Simply add their user name/email address in the "Agency Managers" field.
- **People search "needs,"** post where people are looking, under "needs." It's fine to include needs on the events calendar.
- If you do not take high school students, **specify minimum age** in the form field so the need is filtered out by age.
- Enter the **zip code** for volunteers who filter volunteer opportunities near where they work or live.
- Create a wish list item similar to a volunteer need. Describe what you need, why you need items, when and how to get the items to you. In the field labeled "interests and abilities," select "**Wish List Items**" in the drop-down menu.
- Offer **court-mandated hours?** Specify it in the interest field.
- Need help with organizing volunteers and shifts? Use the **scheduling feature**. Video: **https://youtu.be/0sRnE_CvYTg.**
- Click the black arrow box next to the blue "view details" box to share your need on **social media**.
- Tips for **GOPO students** #LPSGoPo **Volunteerlinc.org/GOPO.**

Make the description "I wanna do that!"

- Use **clear titles** e.g. classroom assistant or gift shop cashier.
- Does the description sound like work or **fun**?
- Provide complete info so they understand what you're asking them to do: **who they're helping, where, when, how, why**.
- Include a sentence with **keywords** e.g. help immigrants learn a second language; is better than, help students in class.
- Include **fun photos**, in the text description formatting, click the image icon to insert/edit image.
- Why will do it? e.g. help homeless pets find a forever home.
- If **training** is required, include the time commitment e.g. this is a fun one-time, no training required activity!
- **Add a link**: highlight text to link, click link icon in text formatting, and type web address in URL field e.g. http://volunteerlinc.org.

Click the **question mark** next to the field or in the upper right side at the top of the page for an explanation to search your question. For help posting vol ops, email teri@volunteerlinc.org.

Check out awesome vol op descriptions:

- Community Action Partnership
- Tabitha Healthcare
- Nebraska Community Blood Bank

Action Items:

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Post/update your volunteer need By noon Friday to be included in the following week's email to volunteers

☐ **Reserve your seat:**
- **Holiday Social, Dec. 13** The Foundry

☐ **Help us connect more volunteers to causes** Donate to VolunteerLinc