CBSS Partner Support Guide: Posting Opportunities on iVolunteer

1. Creating Your Profile

- Go to the website
  Visit **www.iVolunteer.ca**
- Click "For Organizations"
- Click Sign Up
- Fill in the required fields – Be sure you are filling up the **"Sign Up Your Partner"** page**.**
  Add your **name, email, password**, and **agency details**. (you will be able to add or edit information once your profile is approved)
    o Make sure your organization is a **registered charity or society in British Columbia**.
- Submit and wait
  After signing up, check your email (including spam) your approval should arrive within 1-2 business day.

> You're almost ready to post volunteer opportunities!

After You Sign Up – What Happens Next?

- **Check your email**
  Within one-two business days, you'll get a confirmation email (look in your inbox or spam folder). This means your agency profile has been approved. If you have not received this, please email info@ivolunteer.ca and we will be happy to check.
- **You're now an iVolunteer partner agency**

How to Find Your Agency Profile (Super Easy!):

- Login to iVolunteer.ca using the email and password you signed up with.
- Once you're in, look at the top grey bar on the screen.
- Click on **"MY PARTNER."**
- You'll see the name of your organization – click it to open your agency profile!

- You can update your agency's Profile here—your logo, mission, vision, and goals. Share what your agency is all about to help attract the right volunteers.

- The first person who signs up your agency on **iVolunteer.ca** automatically becomes the **Primary Manager**.
- Your agency can have **up to 12 Managers**. This is great if you have other staff who work with volunteers so several people can help post and manage things.

- It's a good idea to have **at least 2 Managers**. That way, if someone is away or leaves, someone else can still access the account.
- To add the new manager, locate the **"Partner Managers"** field, at the end of the Core Profile
- Enter the **email address** of the person you wish to assign as a manager.

Important Things to Note:

- **Only the Primary Manager** can add or remove other Managers.
- Anyone you want to add as a manager **must register for their own account** on iVolunteer.ca.

To register your own additional users:

- The person who is going to be added as manager must register for their own account
- Go to the website **www.iVolunteer.ca**
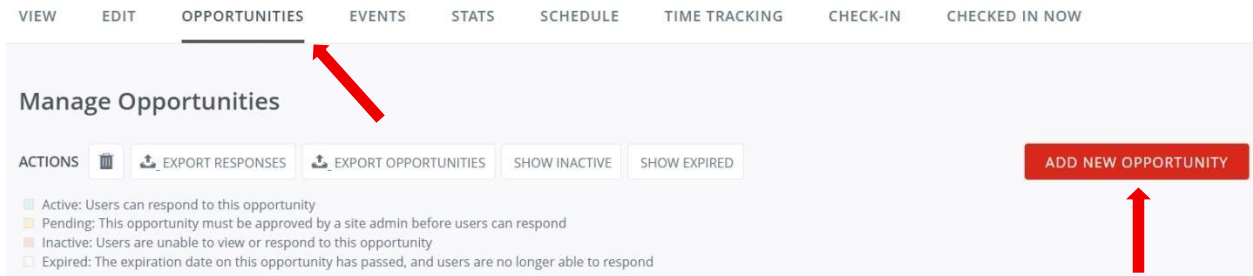- Click **Sign Up**
- Follow the Steps to create your own account
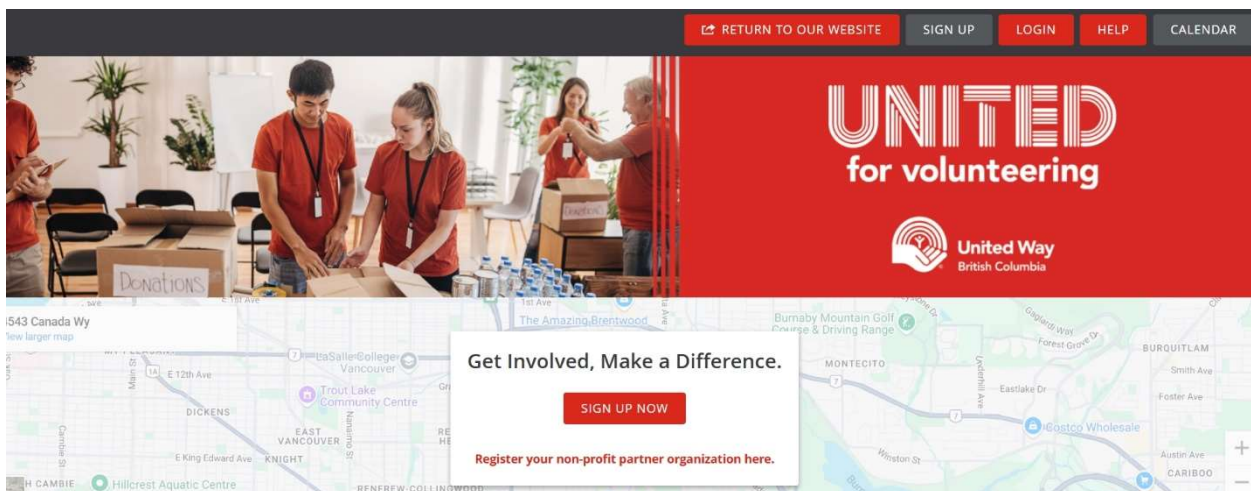
2. Post Opportunities

- Select **"Opportunities"** from the menu, then click **"Add New Opportunity."**

• Once you click **"Add New Opportunities,"** you'll see a list of fields to fill out. Don't worry! It might seem like a lot at first, but most of them are simple and easy to understand.
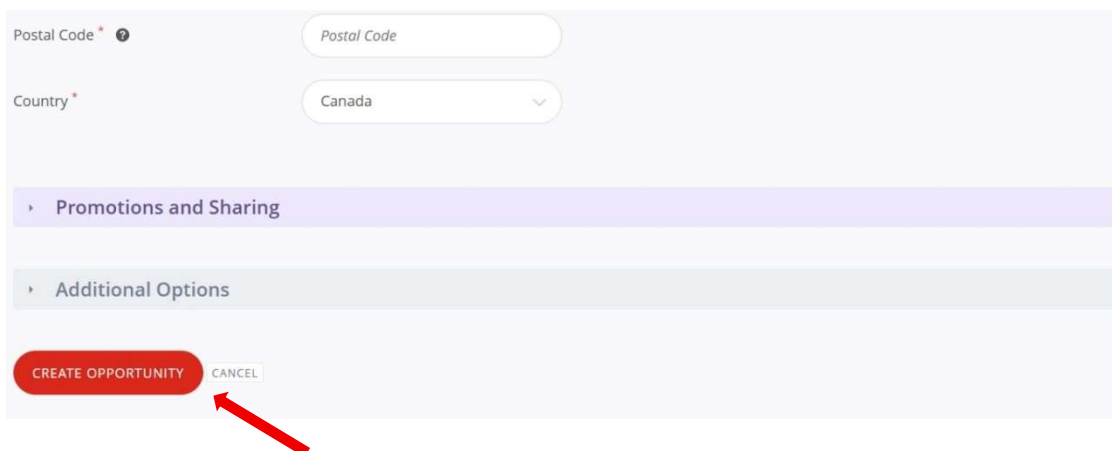

The required fields have a little **red star (*)**, so you know they're important. And if you're not sure what something means, just click the **question mark (?)** next to it for a quick explanation.
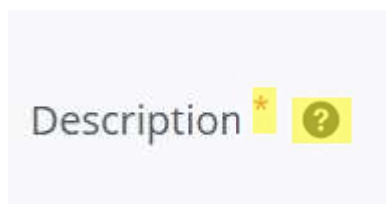
In this guide, we've picked out what we consider the most important fields you should focus on to make sure you get the best results.

- **Title**: Be very specific and easy to understand—this is your first hook! Make sure to include the location as well.
- **Description**: You can browse iVolunteer to see examples of volunteer position descriptions from other partner organizations, or you can find a selection of sample descriptions at the link: [Sample Volunteer Position Descriptions - Healthy Aging CORE BC](#)
- **Privacy:** We suggest that as you work on your Opportunity Posting, to set it to "Private" to start. Private posts are accessible directly by the link in the posting, so if you want to share it directly with others before the general public you can keep it private until you are ready.
- **Duration**: You can create shifts or set a schedule that fits the opportunity.
    - Is Ongoing, Runs Until, Happens On, Multi-Date
      These shifts are open ended in iVolunteer.ca and do not use the built in reminder and scheduling system in iVolunteer.ca. If you are doing a general recruitment, we suggest using these types of durations.
    - Custom Shifts, Recurring Shifts
      These shifts utilize the scheduling and reminder systems built into iVolunteer.ca. Volunteers can sign up for shifts for specific dates and times and will be reminded automatically by iVolunteer.ca
- **Qualifications**: Keep in mind, if you select a specific qualification (e.g., CRC), the users who do not have the qualification on their file will not be able to sign up. **We recommend <u>not using any qualification</u> for general volunteer recruitment, this will allow for the biggest applicant pool.**
- **Interests & Abilities**: We suggest **selecting multiple interests** for a single opportunity. This helps attract the right volunteers by matching their preferences and skills.
- **Additional Notification Recipient(s)**: Add any other staff email who should receive notifications when someone shows interest. Ideally, this should be someone who can welcome and follow up with potential volunteers.

Once you've completed all the required fields, click **"Create Opportunity"** to move forward and bring it to life.

United Way
British Columbia

3. Manage Opportunities:

- **Edit:** You'll be able to edit or update the posting. You'll also find the direct link to share it.
- **Responses:** Here, you can see how many potential volunteers have registered, along with their messages, registration dates, and other relevant details. *Remember to connect with volunteers in a timely manner to confirm their response.*
- **View**: You'll be able to see how your posting appears to the public.

4. Additional Resources:

Partner Manager's Toolbox:

In your main agency profile, you'll find a toolbox filled with useful resources to support your success

If you need any additional support or have questions, feel free to reach out to us at **info@ivolunteer.ca**