VolunteerAR/EngageAR National Service Recruitment Portal

How to register and post national service opportunities.
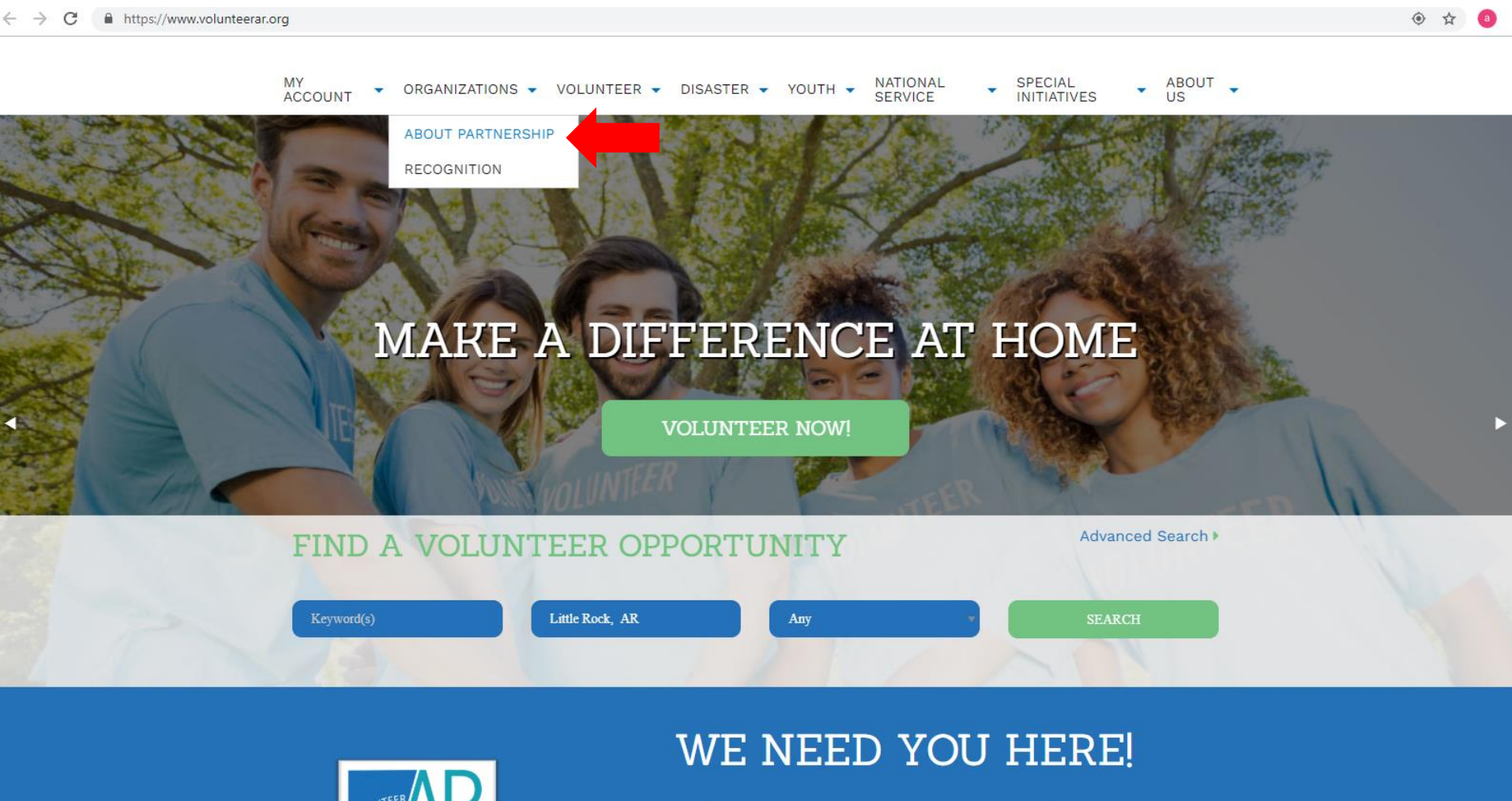
WHAT THIS INCLUDES

START RECRUITING!

In partnership with VolunteerAR, Engage AR offers an online, state-wide national service recruitment portal. Nonprofit, faithbased, government, and community-based organizations can utilize VolunteerAR to share service opportunities, recruit volunteers and national service members, manage volunteer communication, report and verify volunteer hours. This guide will help you get started by walking you through the registration process and how to create a national service recruitment post.

If you have any questions or need assistance, you can contact **Jamal Williams** at **Jamal.Williams@adhe.edu.**

To start, hover your cursor over "organizations" and click "About Partnership" to learn the requirements for organizations eligible to post volunteer opportunities on VolunteerAR. From this page you can begin Step 1, which is to complete your organization's online registration.

There are two steps to registering with VolunteerAR. The first is a quick, online registration. Step two requires submitting proof of liability insurance and 501 (c) 3 status.

Are you ready to get started? We are excited to partner with you to help your organization achieve its mission and goals! Here's how: (Please complete both steps.)

STEP 1:

Complete our short online registration form. This will get you into our database! Click here to complete this step.

STEP 2:

After registering through the Portal you must submit proof of liability insurance, and if you are a nonprofit proof of 501(c)3 status. You can email a copy of these documents to volunteerar@dhs.arkansas.gov.

Thank you!

If you have any questions about partnership or using the Portal, email volunteerar@dhs.arkansas.gov or call (501) 682-7540 TDD: (501) 682-1605.

PLEASE NOTE: VolunteerAR is not responsible for screening or conducting background checks of volunteers. When you connect with a volunteer through the Portal, we reccomend you complete your organization's screening process before allowing a volunteer to serve with your organization.

About Us | Contact Us | News | Recognition | Events

Step 1: Online Registration

ORGANIZATION SIGN UP

If you are a nonprofit , school, faith-based, government or civic organization that would like to partner with us to recruit and manage volunteers, please complete the information below.

Submit

Basic Info

Organization Name * Ex. HandsOn Connect

Website Ex. https://www.HandsOnConnect.org

Mission Statement * Please describe your mission statement

Primary Population Served * Select One ▼

Primary Impact Area * Select One ▼

Federal EIN Ex. 12-3456789
Enter your Federal EIN, DO NOT INCLUDE DASHES

Logo

Upload your organization's logo and it will be included in all your volunteer opportunity posts.

➡️

Add a picture / Drop a picture

Recommended Size is 113 x 113 px. The image you add here is used if and when your opportunity is spotlighted as a featured opportunity by the system administrator.

Once you submit the online form, step two requires that you submit proof of liability insurance for your organization and proof of nonprofit status. These can be emailed to volunteerar@dhs.arkansas.gov

These documents must be submitted before your organization can begin posting volunteer opportunities. After they have been reviewed you will receive an email from VolunteerAR prompting you to setup your password and begin posting!

How to Post an Opportunity

When you log in you will see this screen, known as the "Partner Portal." This is where you can edit your organization's information, post opportunities, verify volunteer attendance and hours, and manage communication with contacts who are interested in volunteering with your organization

Your organization's logo will appear here.

Home

My Organization

Volunteer Opportunities

Contacts

Report Attendance

Return to Volunteer Portal

IT'S A GREAT DAY TO COORDINATE VOLUNTEERS!

Thank you for your continued service as a volunteer coordinator. Not only do we depend on you but our volunteers do, too. Quick reminders for your time here in the coordinator portal:

1. Have you verified attendance for volunteers who have already participated?

2. Have you approved any new volunteers who have expressed interest?

3. Are all of your volunteer oportunities and shifts up to date?

If you need assitance using the Partner Portal, contact Ezell Breedlove at 501-320-6091 or ezell.breedlove@dhs.arkansas.gov

TIPS TO CREATE A POST THAT STANDS OUT

1. Start with a descriptive title.

The title of the volunteer opportunity is the first thing potential volunteers will see. Catch the attention of volunteers by using a title that is descriptive, but brief. For example, instead of "Mentors Needed" try "Mentor Middle School Girls After School."

2. Include Details

What should volunteers expect if they volunteer with your organization? Sometimes this includes a "postition decription" for the volunteer role. Be sure to include other details like:

- Time commitment
- Physical demands or requirements
- Skills, training, or knowledge needed
- Individual or group activity
- If a background check is required
- If training is provided to the volunteer

How to create a new opportunity

1. Click "Volunteer Opportunities" in the left side menu.
2. Click the blue button that says "Create Volunteer Opportunity."

Your organization's logo will appear here.

Home

My Organization

Volunteer Opportunities **← 1**

Contacts

Report Attendance

Return to Volunteer Portal

VOLUNTEER OPPORTUNITIES

Search by keyword.   **Search**   Click here to create a new volunteer opportunity **2** **Create Volunteer Opportunity**

Actions	Name ▲	Posting Status	Registration Type
		▼	▼
View	Self-Reported Volunteer Hours		Express Interest
View | Edit	volunteer to read to kids	This has been archived. Please contact your system administrator	Sign Up

Showing 1 to 2 of 2 entries

Previous **1** **Next**

When you click "Volunteer Opportunities" you will see a list of all your past, current, and future volunteer opportunities.

Create Volunteer Opportunity

Opportunity Name *

Should include the national service position title and your organization name.

Schedule Type ❓ *

○ Date & Time Specific

◉ Individually Scheduled

Registration Type ❓ *

○ Express Interest with Schedule

◉ Express Interest Only

National Service Opportunities should be Individually Scheduled" and "Express Interest Only". This option will generate a list of interested candidates with their contact information.

Description *

See next page for description information

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National Service Position Description Example

Position Title: Career Center VISTA at Our House

Member Duties: Build and support programming around the four pillars of the Career Center: Employment and Training, Health and Wellness, Education, and Financial Empowerment. You will align programming to best practices and standards while also ensuring program sustainability through cultivating, training, and sustaining long-term volunteer or partner engagement and meaningful client empowerment. You will coordinate all volunteers, design educational materials, and assist with data collection, data quality, and reporting. You will also lead planning for Health and Wellness Day as well as Be Your Child's Best Advocate series. Your service will empower our adult clients to gain skills necessary to succeed at their goals in the workplace, in school, and in life for themselves and their families.

Service Location: Little Rock, AR

Schedule: Full Time

Program Benefits: Childcare assistance if eligible, Choice of Education Award or End of Service Stipend, Training, Employee Assistance Program, Health Coverage*, Relocation Allowance, Living Allowance

Program Start/End Date
08/21/2018 - 08/20/2019

Accepting Applications
06/30/2017 - 06/30/2019

Service Areas:
Community and Economic Development, Community Outreach, Education, Homelessness, Ex-Offender Re-entry, Health, Housing

Skills:
Public Speaking, Team Work, Communications, Recruitment, Writing/Editing, Teaching/Tutoring, Education, Computers/Technology, Community Organization.

Your opportunity post will not be approved if it does not include, at a minimum, the information in red. Other information to consider: education level, age requirements, flexible hours, etc. You may copy the position description from www.My.AmeriCorps.gov

Create Volunteer Opportunity- Continued

Default Opportunity Coordinator *

Carey Coordinator ▾

Location

700 S Main Street 🔍

The location will automatically default to your organization's address. If the opportunity is at another site, choose "Add location (Next Step)." The next screen will allow you to input a new address.

Primary Impact Area *

Select Option ▾

Minimum Age *

18

Minimum Age (w/ adult) *

18

Suitable for Groups ☐

Type

○ Project

● Activity

For national service opportunities, choose "Activity"

Next

**IMPORTANT: The next slide will ask for what period of time do you want volunteers to be able to express interest. PLEASE ONLY PUT YOUR RECRUITMENT TIME PERIOD and NOT the entire service term. **

Create Volunteer Opportunity - Express Interest Only

For what period of time do you want volunteers to be able to express interest in this opportunity?

Start Date *

4/15/2019

End Date *

4/15/2019

Previous

Only put recruitment time period. NOT the entire service term.

Next

Last Step! Be sure to select "AmeriCorps" before you submit

Program Area (Local)   Americorps   ▼

SUBMIT

CONTACT INFORMATION

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