



Volunteer Hub: Creating Volunteer Opportunities

Step 1: Get in Touch

A quick conversation with our Volunteer Hub Liaison about your volunteer needs will save you time in the long run. Together we'll determine what Schedule and Registration Types will work best for your different opportunities. See email and phone number below.

Step 2: Login to the Volunteer Hub

- Go to VolunteerHub.ConnectingPoint.org and click on the LOGIN button in the top left corner of the screen. This will take you to the Partner Portal, where you can create a new volunteer opportunity.

Step 3: Create Your Volunteer Opportunity

- In the menu on the left of the Partner Portal screen, click on VOLUNTEER OPPORTUNITIES.
- Click on the CREATE VOLUNTEER OPPORTUNITY box in the upper right corner of the screen.
- Under Opportunity Name, enter the name of the volunteer position.
- Choose a Schedule Type & Registration Type. **Please note:** the Schedule and Registration Types give you a lot of flexibility. Understanding how these fields work is key to creating opportunities that work for you and your volunteers. Once you've hit submit these fields cannot be changed. Please take a moment to review the document, "Understanding Schedule Types & Registration Types" before making your choice.
- Type or paste a description of your volunteer position into the Description box. This should tell volunteers what tasks they will be doing, the expectations you have for the position, and any eligibility requirements you have. You can find a Volunteer Job Description template on our [Partner Resources page](#). You can also add images to the description field when you create the opportunity.
- Choose an Opportunity Coordinator from the drop-down list.
- Add a location. When you click in the Location field, a box pops open. If there is not a previously entered Location to select, click the button that says, "Add a Location (Next



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step).” You will return to the form and be prompted to add your location after you complete this page. Once you enter locations, they will be available to choose from this field for future opportunities.

- Select the appropriate Primary Impact Area for your opportunity from the drop-down list.
- If needed, add a Secondary Impact Area from the next drop-down list.
- Select all relevant Activity Types from the drop-down list.
- Choose the minimum age of the volunteer for this opportunity and the minimum age of a volunteer if they have an adult with them.
- In the Registration Cutoff (hours) field, enter the number of hours prior to the opportunity that you want to close volunteer registration.
- In the Registration Start Date field, choose the date that you want volunteers to be able to start signing up for your opportunity.
- The Volunteer Event dropdown is for specific events coordinated through Connecting Point. Unless your opportunity is associated with an event, you can ignore this field.
- Click the NEXT button. If you didn’t already choose a location, you will enter the location on the next page.
- On the final page, you will complete information specific to the Schedule and Registration Types that you chose. Start and end dates must be different.
- Click the CREATE button to submit your opportunity.

Questions? Our Volunteer Liaison is ready to help. Contact us at 530-274-5601 or volunteers@connectingpoint.org.