

Workforce Volunteer Program with Volunteer Alexandria

Details for Nonprofit Organizations



Summary: Volunteer Alexandria and The Department of Community and Human Services are partnering to help SNAP/Medicaid recipients meet new federal work requirements. For those opting to complete requirements through volunteering, Volunteer Alexandria provides a platform to find, register, and track volunteer service hours. Participants are referred to as **Workforce Volunteers**. Find full information at www.volunteeralexandria.org/workforce.

For Nonprofits interested in creating volunteer opportunities for Workforce Volunteers:

- Are you registered with Volunteer Alexandria? Browse our organizations (www.volunteeralexandria.org/organization).
- Contact our support team at mail@volunteeralexandria.org if you need assistance accessing an existing account.
- Once you log in, access everything needed via your Dashboard. One Dashboard is shared across all registered admins from your organization.



Volunteer Alexandria
INSPIRE • MOBILIZE • CONNECT
GLOBAL NETWORK AFFILIATE

WELCOME TO THE VOLUNTEER ALEXANDRIA DASHBOARD

NONPROFIT PARTNER ACCESS

As a partner, you have portal access to manage your volunteer program that includes:

- Create and manage volunteer opportunities
- Confirm and schedule volunteers for "express interest" or "individually scheduled" opportunities
- Verify volunteer attendance
- Access contact information for volunteers and correspond with them directly
- Run reports about your volunteer opportunities and volunteers
- [Instructions on How To Create Volunteer Opportunities](#)

- From your Dashboard, create new volunteer opportunities. Templates are available for download.
- To ensure your **Workforce Volunteer** opportunities are highlighted on our WVO specific page (www.volunteeralexandria.org/wvo), select YES for "Is this opportunity open to Workforce Volunteers?"

Is this opportunity open to Workforce Volunteers?

Yes

(Individuals tracking hours for SNAP and other benefits)

- Opportunities can be created as Date & Time Specific OR Individually Scheduled.

A screenshot of the "Create Opportunity" form in the Volunteer Alexandria dashboard. The form includes a text field for "Opportunity Name". Below it are two sections: "Schedule Type" and "Registration Type". The "Schedule Type" section has two radio button options: "Date & Time Specific" (which is selected and circled in red) and "Individually Scheduled". The "Registration Type" section has two radio button options: "Sign Up" (which is selected and circled in red) and "Express Interest". Each section has a green question mark icon and a red asterisk indicating a required field.

- We highly recommend focusing on **Date & Time Specific**. An example: “Sort Clothing from 2-4pm on Thursday, June 28th”. Workforce Volunteers register directly, and no further action is required.
 - **Individually Scheduled** opportunities require more coordination. An example is tutoring. A literacy nonprofit posts a call for tutors with a general description: “Meet weekly at a school”. Volunteers click a button, “Express Interest”, and an email is sent to the Opportunity Leader. From there, they must coordinate further. It is useful when training or background checks are required, but we don’t recommend it for Workforce Volunteers, as it requires additional steps before they can complete volunteer hours.
- All opportunities are reviewed by Volunteer Alexandria and approved within 1-2 business days. We will contact the Opportunity Leader if details are missing.
 - Once an opportunity is approved and active, you can also access its unique registration URL to share with volunteers.
 - As volunteers register, The Opportunity Leader will receive email notifications. They can also log into the Dashboard at any time to review registered volunteers.
 - If desired, you can print a list of all registered volunteers to have on hand during the volunteer opportunity.
 - After the volunteer opportunity occurs, the Opportunity Leader is prompted to confirm attendance in a process referred to as verifying hours. **We ask that hours are verified within 3 business days of the volunteer event.** Workforce Volunteers may be required to provide verification of compliance with the new federal requirements to access SNAP/Medicaid.

Volunteer Attendance

☐ Volunteer Opportunity	Contact First Name	Contact Last Name
All	All	All
☐ The Best of the West End Festival Volunteers		
☐ The Best of the West End Festival Volunteers		

- Workforce Volunteers have their own Dashboard and can check the status of their attendance verifications. They can download and print to share with their supervisors, as needed.
- Use your Dashboard to access Reports, including summaries of all your volunteers and their hours served.

Thank you for supporting Alexandria’s volunteers.

For questions regarding the volunteer database, contact Volunteer Alexandria:

mail@volunteeralexandria.org or 703.836.2176

