



## How to Register Your Organization

Volunteer Manitoba is proud to be a leader in community engagement by promoting and encouraging volunteerism to all Manitobans. Our mission is to support individuals and groups as they develop and enhance their capacity to meet community needs in the province.

We are very pleased to offer a free referral service, which helps individuals who have an interest in volunteering connect with agencies who are seeking volunteers. The **Volunteer Opportunities** section of our website, which lists the opportunities by category and region, allows you to recruit experienced and dedicated volunteers from across Manitoba.

### Instructions on how to register your organization:

1. Visit [www.volunteermanitoba.ca](http://www.volunteermanitoba.ca)
2. On the top, right-hand corner there is an icon for users to either “sign in” or “register”. Click on “register”.
3. Fill in your organizational information and hit “Save” when done.
4. You are now registered!
5. A confirmation email will be sent to the address you provided. Once you receive that email, follow the instructions to confirm your registration.
6. You can now post your volunteer opportunities! Just return to [www.volunteermanitoba.ca](http://www.volunteermanitoba.ca) and this time you click on the icon that says “sign in”.

To help you post opportunities that will grab attention and help your organization, we’ve compiled a list of recommendations for creating the perfect volunteer posting.

1. The Volunteer Manitoba site uses electronic forms to post volunteer opportunities. We strongly recommend that you first type out the information in a Word document so you can save your work. Then you can copy/paste into the website form.
2. All postings are reviewed and posted by Volunteer Manitoba. Once your position is posted, it will remain in the “Pending” queue until a VM staff member approves it. We aim to post all opportunities within 48 hours (with the exception of weekends and holidays). If we have a question about your posting, or have deemed it to be inappropriate, we will contact you.
3. If others in your organization will be using the VM website to recruit volunteers we recommend you:
  - a. Create separate user accounts for each person who will be posting under your organization. To do this, go to “manage account” and follow the directions for adding another user.
  - b. Choose a username and password that can be shared with others in your organization.
4. New contacts, new email addresses, and new opportunities should be updated regularly. If there is no activity on your listing by the **closing date** your posting will close and no longer be viewed by the public. However, it is not deleted and will remain under your profile. By simply making one change and then saving, it will again be viewed by the public!
5. When listing a volunteer opportunity:

#### **Title: Not too long, and not too short – you want it to be *just* right**

Choose an appropriate job title. Creativity can be fun, but it can also be confusing. A title is just right if it offers insight about what the volunteer will be doing and for whom, without including every little thing.

### **The Devil is in the Details**

Be thorough, complete, and concise! Complete information ensures that potential volunteers will have a full understanding of the activity they are signing up for. Keeping your listing focused and concise is also likely to attract more volunteers.

### **Topics to consider:**

Time commitment Date of the event, or start date of the opportunity Physical demands or requirements Skills, training or knowledge needed Whether volunteers will be working alone or in a group Where the opportunity takes place (eg: outdoors) Criminal Record Checks

**Provide some background information about your organization.** Describe your organization or initiative. Take 1 -2 sentences to talk about your organization's mission, the community it serves and how long it has been doing so. The goal is to reinforce the interest of the volunteer by highlighting the legitimacy of your efforts.

### **Edit! Edit! Edit!**

Have someone else review what you type on the site. Is your meaning clear? Check for spelling and typos!

### **Application Process**

We have set-up our system to allow potential volunteers to apply in 4 different ways: by direct email (to an address you define), by phone, in person, or by using Volunteer Manitoba's online application form.

---

Volunteer opportunities are also forwarded to the Winnipeg Free Press and other media (if applicable), educational institutions, and other key organizations for distribution to their audiences. The Free Press publishes volunteer opportunities on our behalf every Monday.

To have an opportunity published in the Free Press, please send us 2-3 sentences describing the opportunity, along with the contact information for your organization. Submissions need to be received by Volunteer Manitoba **no later than Tuesday, 4 pm**, for inclusion in the following Monday's paper (please note, the Free Press retains editorial control and volunteer opportunities may be edited, or held over, on the discretion of the Free Press).

We offer a free subscription to our newsletter! Once you become a subscriber, you will receive information on our programs, resources and services. We also post articles and resources related to volunteer management, board governance, organizational management, and national trends and issues relating to the not-for-profit and voluntary sector. Our newsletter is a valuable resource to those who need information, inspiration and insight into issues concerning non-profits and the voluntary sector. To subscribe to our newsletter, simply visit the home page of our website.

If you have any questions about this process, please don't hesitate to get in touch with:

Dawn Bourbonnais  
Communications and Outreach Coordinator  
(204) 477-5180, ext 230  
Email: [dawn.bourbonnais@volunteermanitoba.ca](mailto:dawn.bourbonnais@volunteermanitoba.ca)