



## Looking for Volunteers? We can help!

Volunteer Manitoba is proud to be a leader in community engagement by promoting and encouraging volunteerism to all Manitobans. We are proud to support non-profits, charities and community groups in their engagement of volunteers.

Our free community referral service helps individuals who are seeking a volunteer position connect with organizations who are looking for volunteers.

### **The following types of organizations are welcome to register:**

Registered Charitable Organizations, Non-Profit Organizations, Foundations, Government agencies within Manitoba (including schools, school divisions and libraries), Hospitals, Hospices, Long-Term Care Facilities, community groups, special events that benefit the community.

### **The following are excluded from posting a volunteer opportunity on our website:**

Businesses, political parties, political organizations, health trials/studies. We reserve the right to refuse or remove any volunteer posting that we deem inappropriate.

## How to Register Your Organization

The Online Volunteer Opportunities section of our website lists open volunteer positions by category and region, allowing 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 of the screen click on "register"
3. Fill in your organizational information
  - Be descriptive about your organization, and link back to your website. This will help potential volunteers learn more about you before they apply for the position.
  - Select a contact person
  - Choose your own User ID and password
  - Click "Save" and you're done!

A confirmation email will be sent to the address you provided. Once you receive that email, follow the instructions to confirm your registration.

Once you confirm your registration, you can post unlimited volunteer positions! Just return to [www.volunteermanitoba.ca](http://www.volunteermanitoba.ca) and sign-in to your account.



## Account and Posting Guidelines

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.

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. If you select the VM online form, our system will collect basic information from the volunteer and send it to you, along with any attachment that is uploaded.

All postings are reviewed and approved by Volunteer Manitoba. Once you post a position, it will remain in the "pending" queue until a VM staff member approves it. We aim to approve 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.

If there is no change to your posting 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.

Managing your account is important for the effective recruitment of volunteers. New contacts, new organization information, email addresses, and new volunteer opportunities should be updated regularly.

If others in your organization (including board members) will be using the Volunteer Manitoba website to recruit volunteers, we recommend you create separate user accounts for each person. This will make it easier for us to manage your account if there are any issues, and also eliminates any potential confusion a volunteer may have when applying for the position.

- To add another staff, or volunteer, to your account go to "manage account" and follow the directions for adding another user.

If you have any questions or require assistance, please contact

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