

Volunteering Mitchell

User Guide for Voluntary Organisations



The screenshot shows the homepage of the Volunteering Mitchell website. At the top right is the Mitchell Shire Council logo and a green button that says "JOIN VOLUNTEERING MITCHELL". The main heading "Volunteering Mitchell" is prominently displayed in white over a background image of people gardening. Below the heading is a search bar with the text "Search for Volunteer Opportunities" and a link to "Advanced Search". The search bar includes input fields for "Keywords..." and "Location...", a magnifying glass icon, and a green "GO" button. Below the search bar is a section titled "Latest Volunteer Opportunities" with a "See All" link. This section lists three opportunities:

2 AUGUST	Meals on Wheels volunteer Broadford, VIC
21 JULY	FreeZA Committee Broadford, VIC
20 JULY	L2P Learner driver program Seymour, VIC

To the right of this list is a blue box titled "What Is Volunteering Mitchell?" containing the following text:

Volunteering Mitchell is a one-stop portal for volunteering in the Mitchell municipality. Whether you are a voluntary organisation seeking volunteers, a community member looking for that perfect volunteer role, or just after some general information about volunteering, we have it all here in one place! [Read more.](#)

www.volunteeringmitchell.com.au

What is Volunteering Mitchell?

Volunteering Mitchell offers the community a one-stop portal for volunteering in the Mitchell municipality.

Whether you are a voluntary organisation seeking volunteers, a community member looking for that perfect volunteer role, or just after some general information about volunteering, we have it all here in one place!

We wanted to create an online platform for all community members and voluntary organisations to use free of charge, which would help to create community connections and cohesiveness. We want to see volunteering in our community continue to be developed, supported and strengthened, for a better Mitchell.

Web and Mobile-ready search portal

Volunteering Mitchell is ready to use via web, tablet and mobile sites; volunteer opportunities may also be printed off and displayed on notice boards, increasing your chance of recruiting the best volunteer for your voluntary organisation.



Site functions for members

Once registered and logged in, members can perform the following functions:

Opportunities Tab:

- Search for opportunities
- Post an opportunity
- Manage their opportunities they have posted

Community Tab:

- View notices on the Noticeboard
- Invite members via email
- Contact Volunteering Mitchell administrators directly

Wanting to post a volunteer opportunity?

If you are a voluntary organisation in the Mitchell municipality (and nearby surrounding regions), you can advertise your volunteering opportunities on the Volunteering Mitchell portal absolutely FREE. This one stop Volunteer Matching portal provides the perfect vehicle to reach many potential volunteers in the community.

Do you often face the challenge of recruiting suitable volunteers? Not sure where to start, or do not have the funds to advertise? Let volunteers find you, and register your voluntary organisation and volunteering opportunities today.

What you need to know

When posting volunteer opportunities it is important that you follow best practice standards which includes that you have volunteer insurance. The Volunteering Victoria website: www.volunteeringvictoria.org.au provides detailed information on managing volunteers, training opportunities, information sheets and advice.

You can also download details on the 2015 National Standards for Volunteers from the Volunteering Australia website: <http://www.volunteeringaustralia.org/policy-and-best-practise/national-standards-and-supporting-material/>

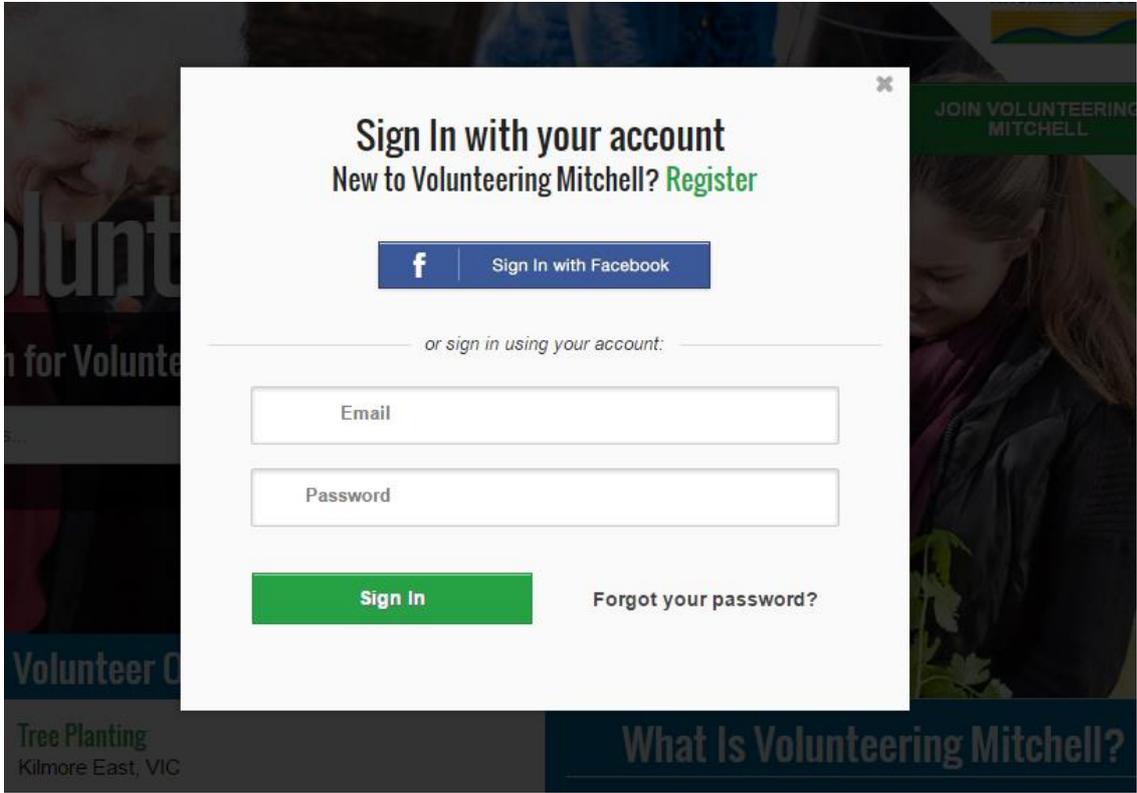
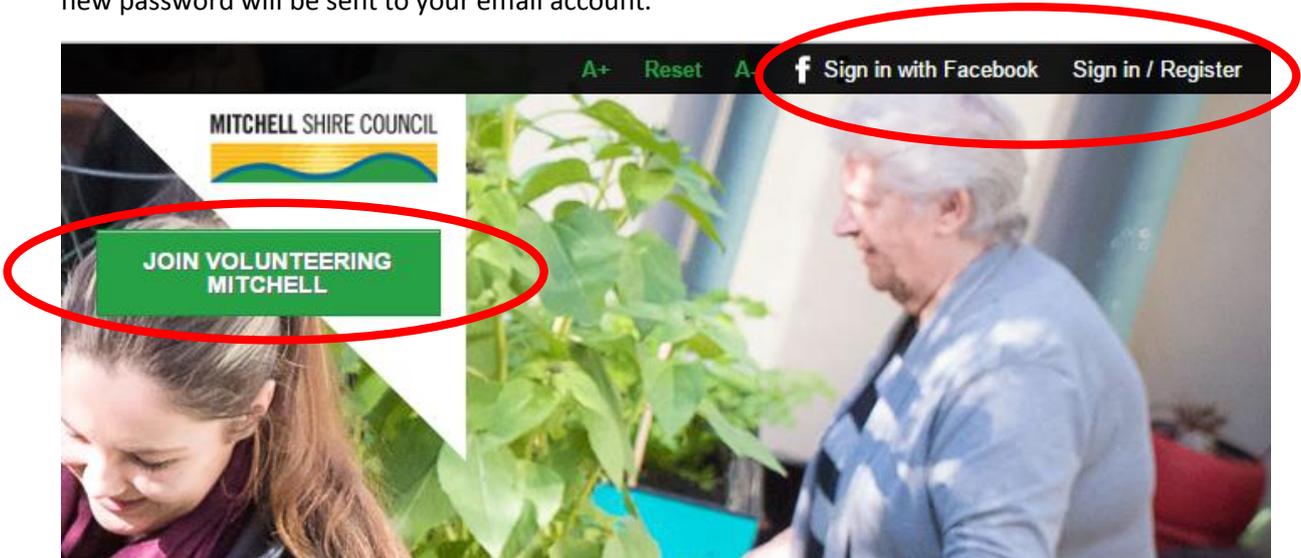
If you are not sure where to start, or would like some more information, contact the Community Development Team on (03) 5734 6200 or email community.development@mitchellshire.vic.gov.au

How to use Volunteering Mitchell

Follow these simple steps to post your volunteer opportunity, to begin recruiting new volunteers.

Register/sign in to Volunteering Mitchell

You must register by creating an account. Click on the “Register” link or “Sign in with Facebook” link. A current Volunteering Mitchell administrator will approve your request to join within two working days. Each time you return, you will need to sign in to access your account and to post volunteer opportunities. If you forget your password, you can click on the “Forgot your password?” link and a new password will be sent to your email account.



Post an opportunity

Members can post a volunteer opportunity, by clicking on the “Post an Opportunity” link on the home page, or by clicking on the “Post a Volunteer Opportunity” on the “Volunteer Opportunities” drop down list on the toolbar at the top of the page.

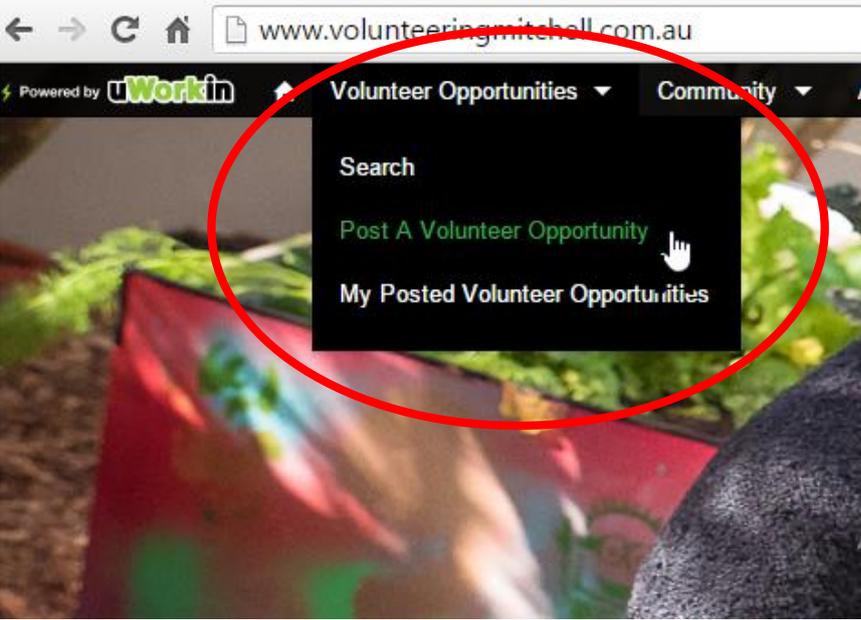


What Is Volunteering Mitchell?

Volunteering Mitchell is a one-stop portal for volunteering in the Mitchell municipality. Whether you are a voluntary organisation seeking volunteers, a community member looking for that perfect volunteer role, or just after some general information about volunteering, we have it all here in one place! [Read more.](#)

Are you keen to VOLUNTEER? SEARCH OPPORTUNITIES

ARE YOU AN Organisation SEEKING VOLUNTEERS? POST AN OPPORTUNITY



www.volunteeringmitchell.com.au

Powered by uWorkin

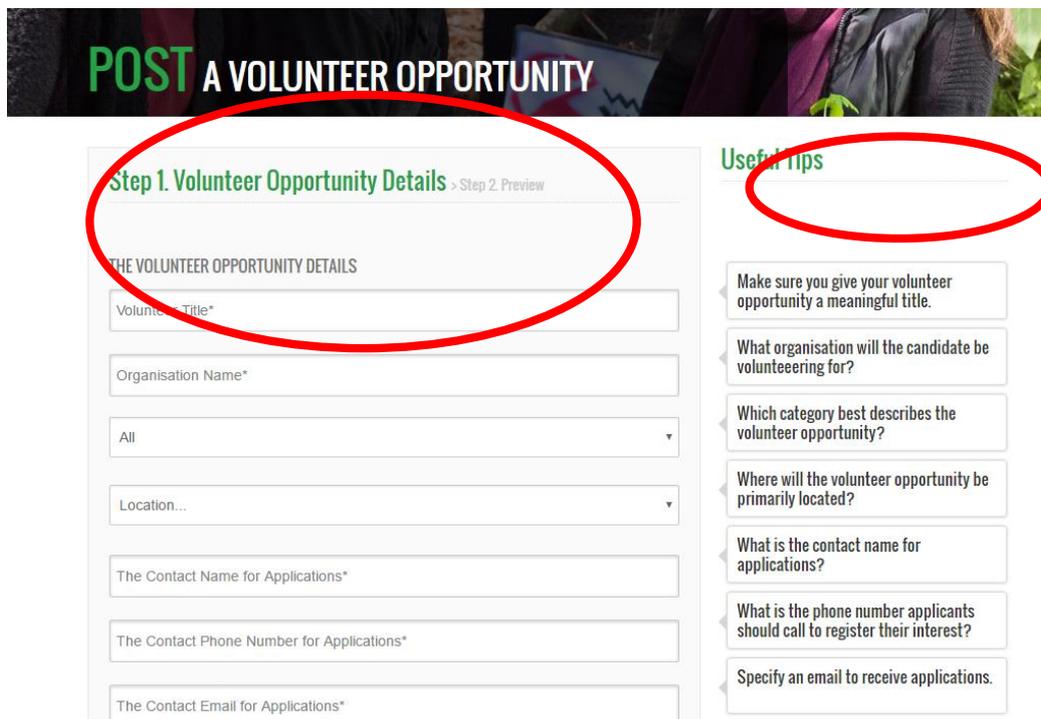
Volunteer Opportunities

Community

- Search
- Post A Volunteer Opportunity
- My Posted Volunteer Opportunities

To post your opportunity, you will be required to complete the online form:

- Required fields are marked with an asterisk*
- Useful tips are located on the right hand side of the “Post a Volunteer Opportunity” page, to instruct you on what information is required
- You can set the category for the opportunity or just leave as “All categories”
- You can select a location from the list of locations available. Please note that you cannot select multiple locations, nor is there an option to select all of the municipality. This is because the software requires a specific defined location to search
- Please ensure you specify whether any background checks are required (e.g. Working with Children Check (WWCC) and Police Check). All listings where the volunteer will be required to work in the vicinity of people under the age of 18 years, are required by law to have a WWCC; this is free for all volunteers.



POST A VOLUNTEER OPPORTUNITY

Step 1. Volunteer Opportunity Details > Step 2. Preview

THE VOLUNTEER OPPORTUNITY DETAILS

Volunteer Title*

Organisation Name*

All

Location...

The Contact Name for Applications*

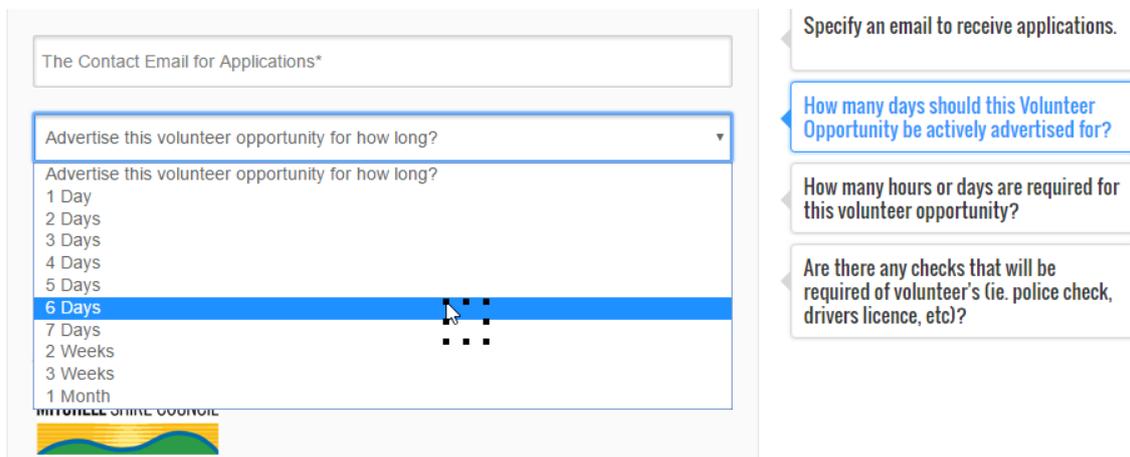
The Contact Phone Number for Applications*

The Contact Email for Applications*

Useful tips

- Make sure you give your volunteer opportunity a meaningful title.
- What organisation will the candidate be volunteering for?
- Which category best describes the volunteer opportunity?
- Where will the volunteer opportunity be primarily located?
- What is the contact name for applications?
- What is the phone number applicants should call to register their interest?
- Specify an email to receive applications.

When posting the opportunity, you can determine the length of time you would like the opportunity advertised:



The Contact Email for Applications*

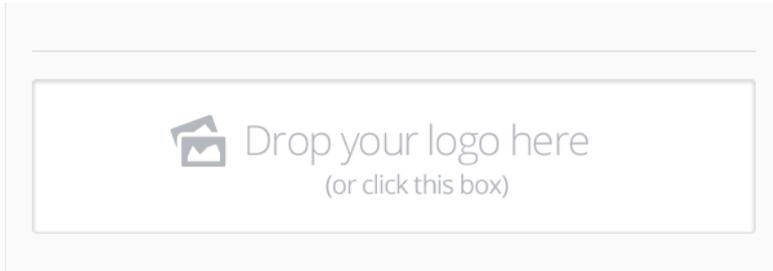
Advertise this volunteer opportunity for how long?

- 1 Day
- 2 Days
- 3 Days
- 4 Days
- 5 Days
- 6 Days**
- 7 Days
- 2 Weeks
- 3 Weeks
- 1 Month

Useful tips

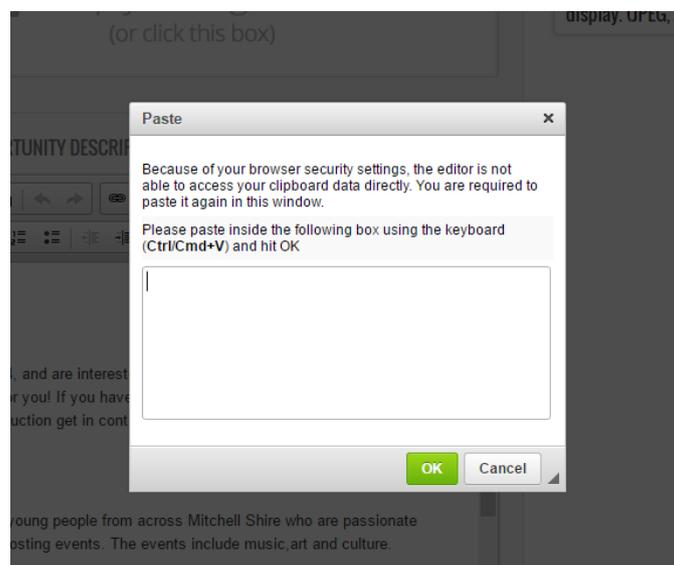
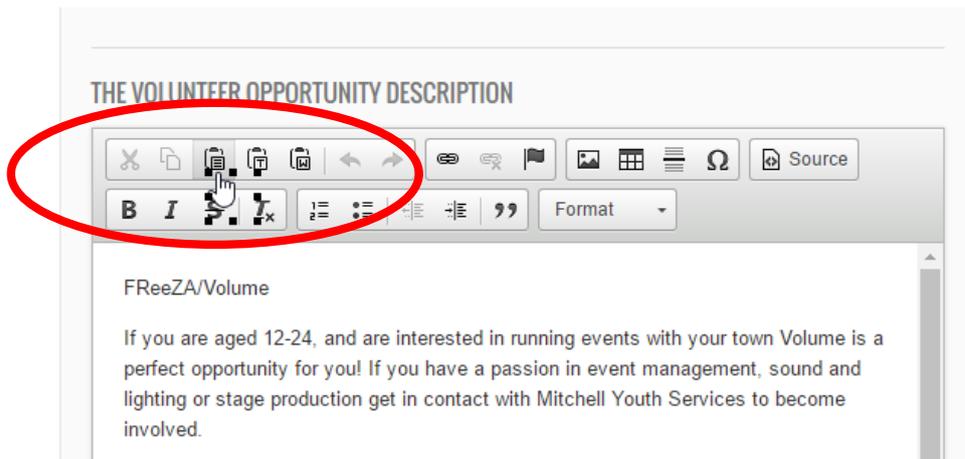
- Specify an email to receive applications.
- How many days should this Volunteer Opportunity be actively advertised for?
- How many hours or days are required for this volunteer opportunity?
- Are there any checks that will be required of volunteer's (ie. police check, drivers licence, etc)?

You can also add your own logo by dragging your image into the box in the listing. Please ensure you adhere to the specified size limits, and please ensure you are using your own image. Due to copyright laws, you cannot use an image/logo from Google or other search engines; you must only upload a logo/image that you are the copyright owner of. If you are not the copyright owner of the image/logo, your listing will not be approved, and you will be requested to edit and resubmit.



Please make sure you enter a valid image URL, otherwise your logo will not display. (JPEG, JPG, GIF or PNG)

You will be required to provide a description of the volunteer opportunity. Make sure that you provide all relevant details, so the prospective volunteer knows what is expected of them. You may copy and paste text from an existing source (e.g. your website) using the text editor box. Click on the “Paste” function, and a text box will pop up where you can paste the text and edit as required:





Please ensure you do not provide contact details (including name, email or phone contact) in the body of the listing due to privacy reasons. The prospective volunteer can access these details securely, by clicking on "More Information"; your listing will not be approved if these details are provided in the body of the listing, and you will be requested to edit and relist.

VOLUNTEER OPPORTUNITY DESCRIPTION

Sunday, 07 August 2016 2:00pm to 3:00pm

Kilmore East Recreation reserve
Kilmore East Vic 3764

Join the Kilmore East community to plant indigenous garden plants around the playground and silver banksias in the seed bank and along the Dry Creek near O'Sheas Road. We will also do a general tidy up of the reserve and finish with a cup of tea whilst the kids enjoy the playground and gorgeous natural surroundings. What a lovely way to spend just an hour on a Sunday afternoon!

Time Required
One hour 2-3pm Sunday 7 August 2016

Background Checks Required
No

KEPA
Kilmore East Progress Association

KILMORE EAST, VIC
ENVIRONMENT

SHARE THIS VOLUNTEER OPPORTUNITY

✉️ f t in g+

🖨️ PRINT A COPY

MORE INFORMATION

Once you have completed all the required fields, you can preview the opportunity before posting. If you are satisfied with the listing, and it adheres to the specified requirements of the site, you may submit for administration approval.



Step 1. Volunteer Opportunity Details **Step 2. Preview**

8
AUGUST

FReeZA Volunteers
Mitchell Youth Services - Broadford, 3658, VIC
Youth

VOLUNTEER OPPORTUNITY DESCRIPTION

FReeZA/Volume

If you are aged 12-24, and are interested in running events with your town Volume is a perfect opportunity for you! If you have a passion in event management, sound and lighting or stage production get in contact with Mitchell Youth Services to become involved.

Who is Volume?

MITCHELL SHIRE COUNCIL

BROADFORD, 3658, VIC
YOUTH

SHARE THIS VOLUNTEER OPPORTUNITY

f t in g+

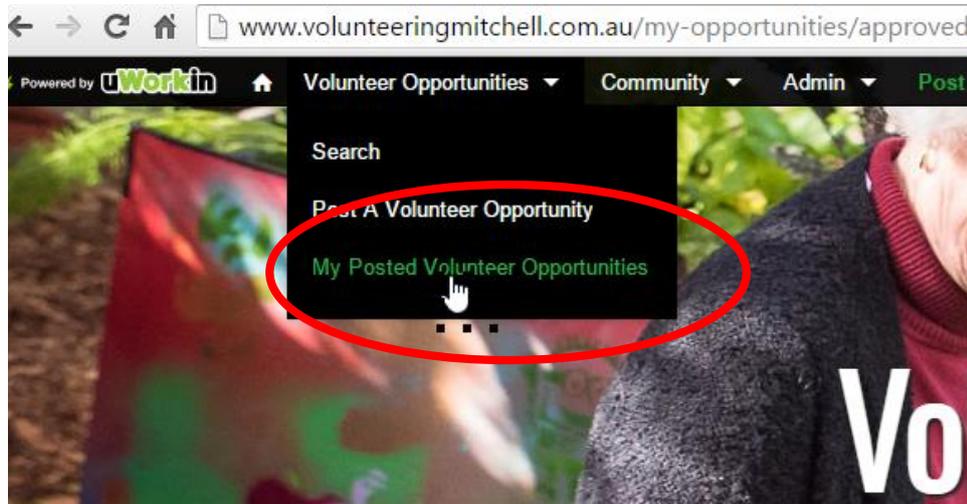
Go Back

Post this Volunteer Opportunity

Once submitted, your opportunity will be sent to an administrator for approval. Each administrator will receive an email notification to advise there is a new opportunity awaiting approval. They will review the listing and approve if there are no changes required. If there are changes required, an administrator will contact you to edit your listing before it is approved. Listings will be reviewed and approved (if no changes required) within two working days.

Remove and repost an opportunity

You can search all of your listed opportunities by clicking on the “Volunteer Opportunities” drop down list, and clicking on “My Posted Volunteer Opportunities”.



You can post an opportunity and expire an opportunity from within your “My Opportunities” tab. You cannot edit a live opportunity; if you need to change the details of a listing, you can expire the opportunity from within this tab and post a new opportunity (you cannot make changes and relist an opportunity, as the changes will not take affect).



APPROVED		PENDING	INACTIVE	POST A VOLUNTEER OPPORTUNITY	
Opportunity Details	Status	Posted Since	Expressions of Interest	Actions	
FReeZA Committee Mitchell Youth Services Broadford, VIC	APPROVED	Wednesday		Expire	

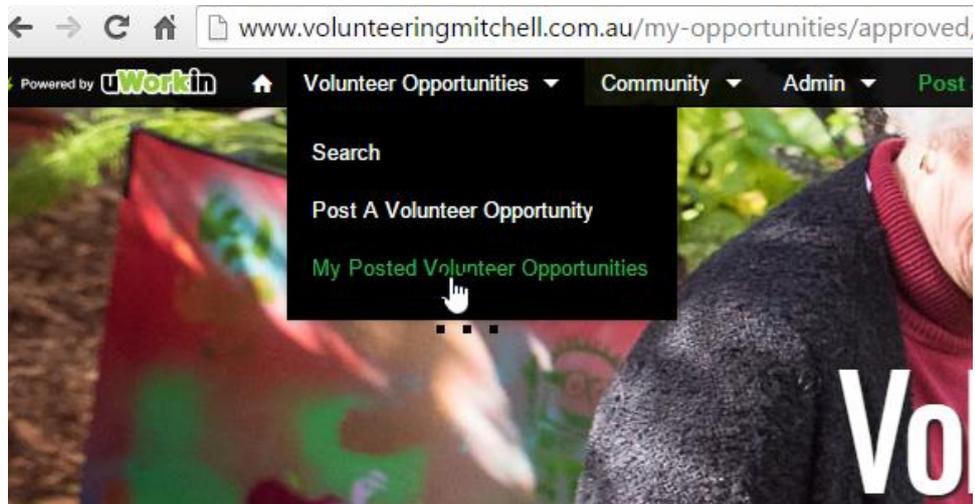
A user can expire their own opportunity if they have filled the position, or no longer require a volunteer. Once removed/expired, the user may repost the opportunity at a later date, should it be required – opportunities are saved to your profile, so you do not need to re-enter all the details again, unless they differ from the previous listing.

If you choose to list an ongoing opportunity (e.g. you are constantly seeking volunteers), you may repost your listing once it has expired. So for example, if you selected for the opportunity to be listed for one month, you will automatically receive an email seven days prior to it expiring, asking if you would like to repost or remove the listing. Simply click on “Repost” and it will automatically be reposted for another period of time, as specified by the user.

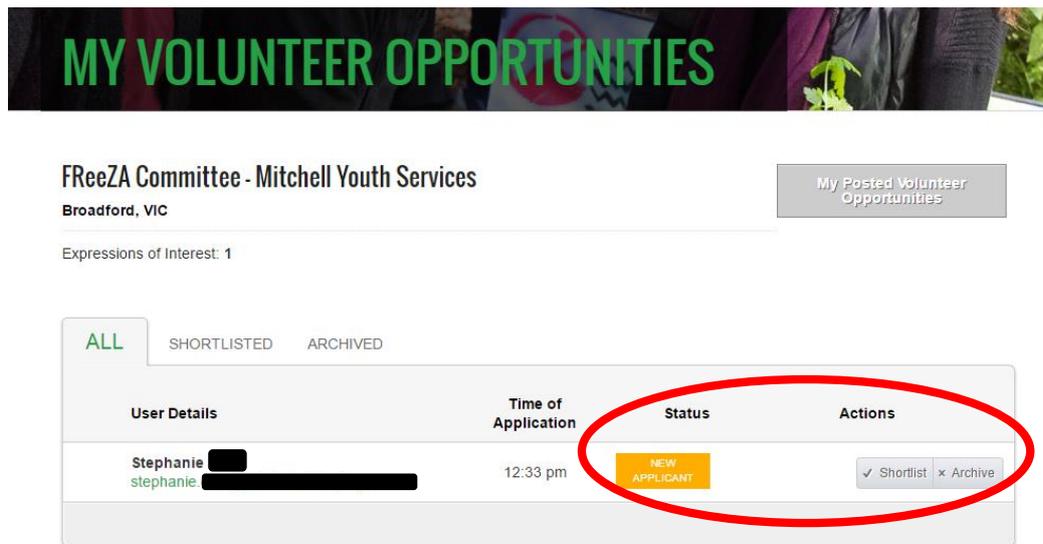
Admins can remove and repost all opportunities in the system; they will contact you to explain why your opportunity has been removed (if it does not meet site guidelines).

Expressions of interest for your opportunity

Once signed in, members can view the expressions of interest received for your opportunities at any time by clicking on the “Volunteer Opportunities” drop-down function, and then clicking on the “My Posted Opportunities” link, at the top of the navigation bar.



The number of expressions of interest is a link which will take you to the list of users who have expressed interest in the opportunity.



The screenshot shows the 'MY VOLUNTEER OPPORTUNITIES' page for 'FReeZA Committee - Mitchell Youth Services' in Broadford, VIC. It displays 'Expressions of Interest: 1' and a table of applications. The table has columns for 'User Details', 'Time of Application', 'Status', and 'Actions'. The 'Status' column for the first application is highlighted with a red circle.

User Details	Time of Application	Status	Actions
Stephanie [redacted] stephanie [redacted]	12:33 pm	NEW APPLICANT	✓ Shortlist x Archive



Applications for your opportunity

The opportunity poster will receive an email each time an application is received; you can view the application details and contact the person interested direct.

Only signed in users can apply for opportunities that are displayed on the Volunteering Mitchell site. Anyone can search listed opportunities, however, people must register to express interest and apply for an opportunity.

Once registered, users searching for opportunities are shown the relevant contact details for the voluntary organisation that posted the opportunity; contact is then made between the voluntary organisation and the potential volunteer direct.

3
AUGUST

FReeZA Committee

Mitchell Youth Services - Broadford, 3658, VIC
Youth

VOLUNTEER OPPORTUNITY DESCRIPTION

FReeZA/Volume

If you are aged 12-24, and are interested in running events with your town Volume is a perfect opportunity for you! If you have a passion in event management, sound and lighting or stage production get in contact with Mitchell Youth Services to become involved.

Who is Volume?

Volume is a crew of young people from across Mitchell Shire who are passionate about planning and hosting events. The events include music, art and culture.

What can I do?

FIND OUT MORE ABOUT THIS VOLUNTEER OPPORTUNITY

If you would like more information about this volunteer opportunity or you would like to apply, please contact the person below by using the telephone or email address listed:

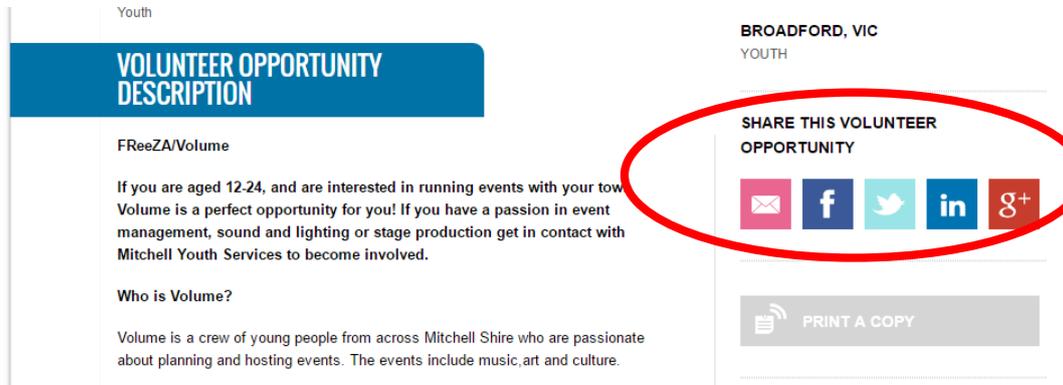
👤 Shaanie [REDACTED]

☎️ (03) 5734 6200 or

✉️ [REDACTED]@mitchellshire.vic.gov.au

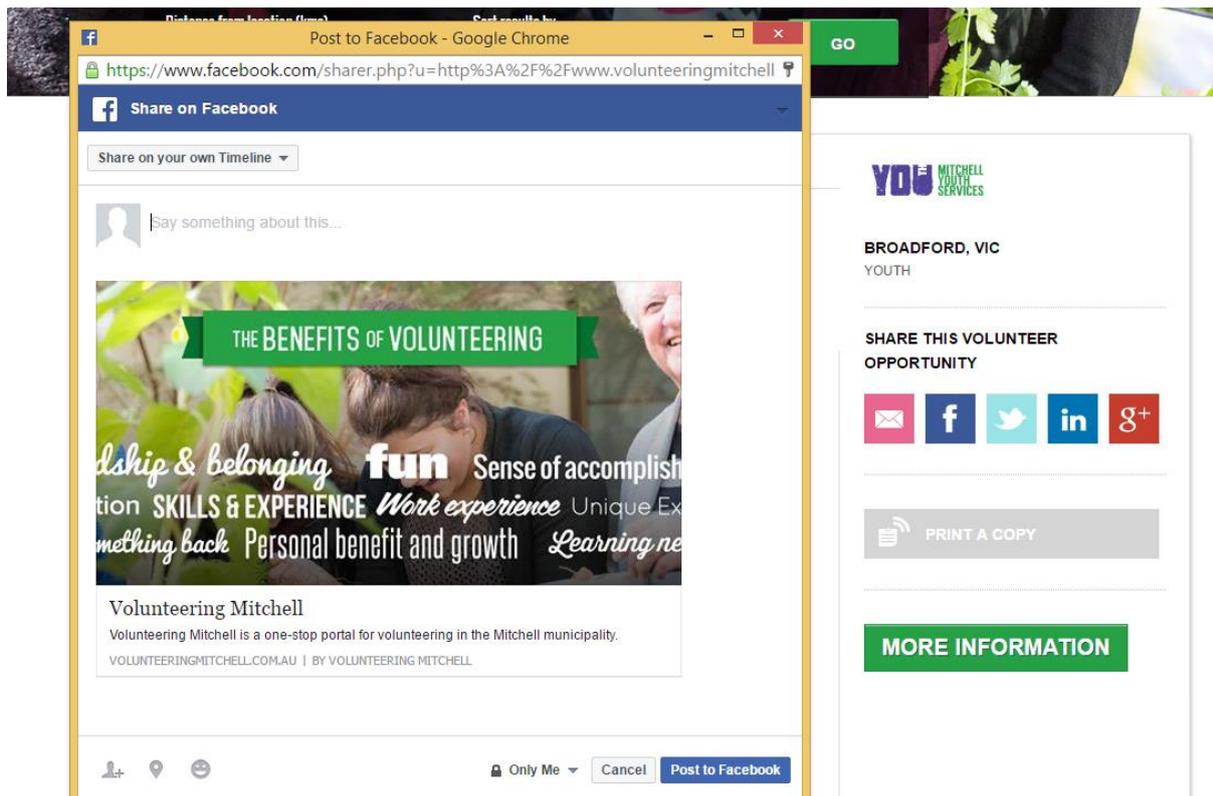
Share an opportunity on Social Media

Opportunities can be shared with friends and colleagues by email, Facebook, Twitter, LinkedIn or Google+. The user will need to sign into their social media account to utilise this service. Opportunities can be shared to an individual, a group or a social media page.



The screenshot shows a volunteer opportunity page for 'FReeZAVolume' in Broadford, VIC. The page is divided into two main sections. The left section, titled 'VOLUNTEER OPPORTUNITY DESCRIPTION', contains the following text: 'If you are aged 12-24, and are interested in running events with your town Volume is a perfect opportunity for you! If you have a passion in event management, sound and lighting or stage production get in contact with Mitchell Youth Services to become involved.' and 'Who is Volume? Volume is a crew of young people from across Mitchell Shire who are passionate about planning and hosting events. The events include music, art and culture.' The right section, titled 'SHARE THIS VOLUNTEER OPPORTUNITY', features five social media sharing icons: Email, Facebook, Twitter, LinkedIn, and Google+. These icons are circled in red. Below the icons is a 'PRINT A COPY' button.

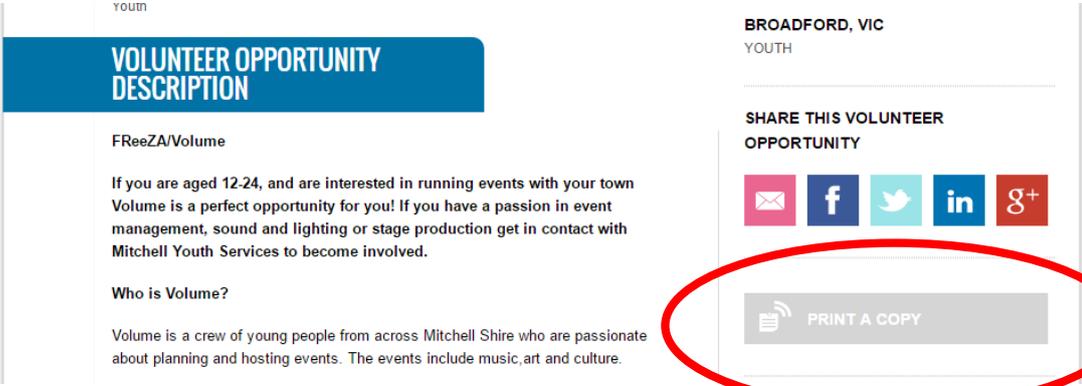
A dialog box will open, requesting you to sign into your account. You may then share the opportunity to the desired media outlet:



The screenshot shows a Facebook sharing dialog box overlaid on the volunteer opportunity page. The dialog box is titled 'Post to Facebook - Google Chrome' and contains the following elements: a 'Share on Facebook' header, a dropdown menu set to 'Share on your own Timeline', a text input field with the placeholder 'Say something about this...', a preview image with the text 'THE BENEFITS OF VOLUNTEERING' and 'Volunteering Mitchell', and a 'Post to Facebook' button. The background page is partially visible, showing the 'SHARE THIS VOLUNTEER OPPORTUNITY' section with the social media icons and the 'PRINT A COPY' button.

Print an opportunity

All opportunities can be viewed as a printable poster, which can then be printed and displayed on noticeboards, to share their opportunity to the wider community. Community members with a smart phone can scan the QR code on the poster, to view the opportunity on their mobile phone.



YOUTH

VOLUNTEER OPPORTUNITY DESCRIPTION

FReeZA/Volume

If you are aged 12-24, and are interested in running events with your town Volume is a perfect opportunity for you! If you have a passion in event management, sound and lighting or stage production get in contact with Mitchell Youth Services to become involved.

Who is Volume?

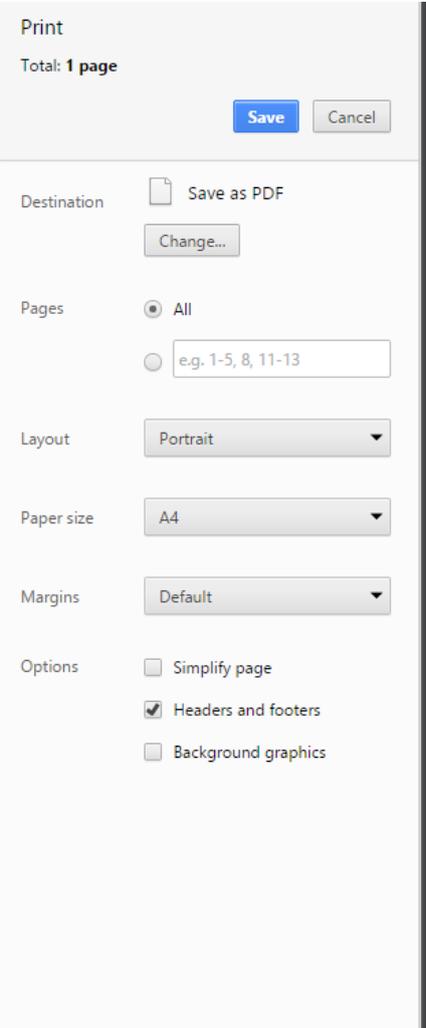
Volume is a crew of young people from across Mitchell Shire who are passionate about planning and hosting events. The events include music, art and culture.

BROADFORD, VIC
YOUTH

SHARE THIS VOLUNTEER OPPORTUNITY

✉️ f 🐦 in g+

 PRINT A COPY



Print

Total: 1 page

Destination  Save as PDF

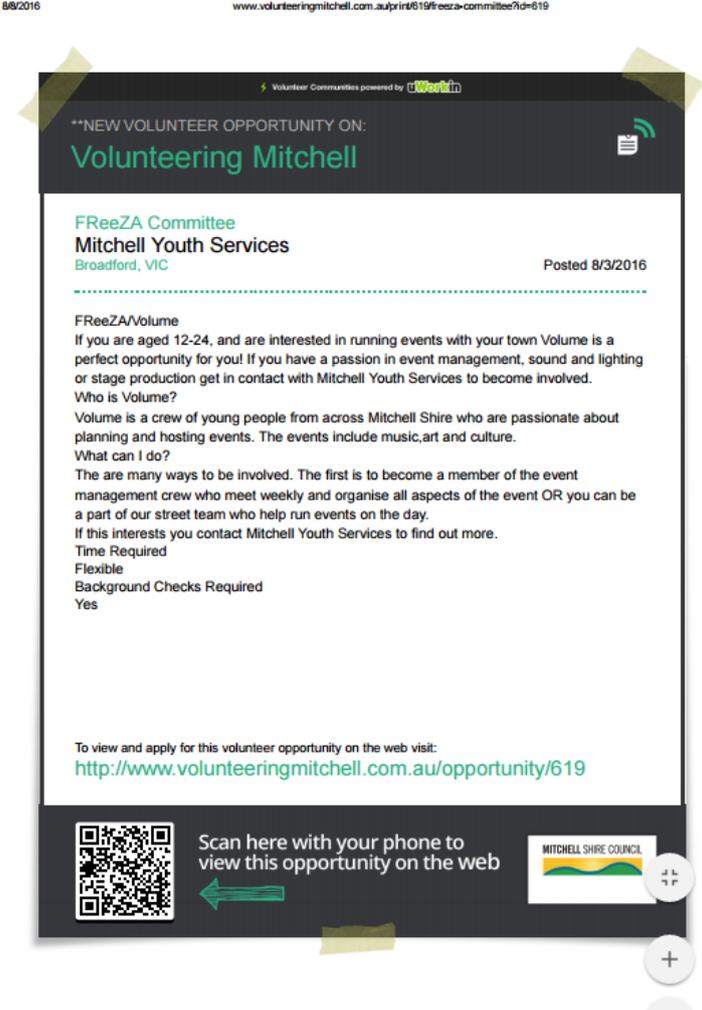
Pages All
 e.g. 1-5, 8, 11-13

Layout

Paper size

Margins

Options Simplify page
 Headers and footers
 Background graphics



8/3/2016 www.volunteeringmitchell.com.au/print/619freesa-committee?id=619

Volunteer Committees powered by 

****NEW VOLUNTEER OPPORTUNITY ON:**

Volunteering Mitchell

FReeZA Committee
Mitchell Youth Services
Broadford, VIC

Posted 8/3/2016

FReeZA/Volume
If you are aged 12-24, and are interested in running events with your town Volume is a perfect opportunity for you! If you have a passion in event management, sound and lighting or stage production get in contact with Mitchell Youth Services to become involved.

Who is Volume?
Volume is a crew of young people from across Mitchell Shire who are passionate about planning and hosting events. The events include music, art and culture.

What can I do?
There are many ways to be involved. The first is to become a member of the event management crew who meet weekly and organise all aspects of the event OR you can be a part of our street team who help run events on the day.

If this interests you contact Mitchell Youth Services to find out more.

Time Required
Flexible
Background Checks Required
Yes

To view and apply for this volunteer opportunity on the web visit:
<http://www.volunteeringmitchell.com.au/opportunity/619>

 Scan here with your phone to view this opportunity on the web

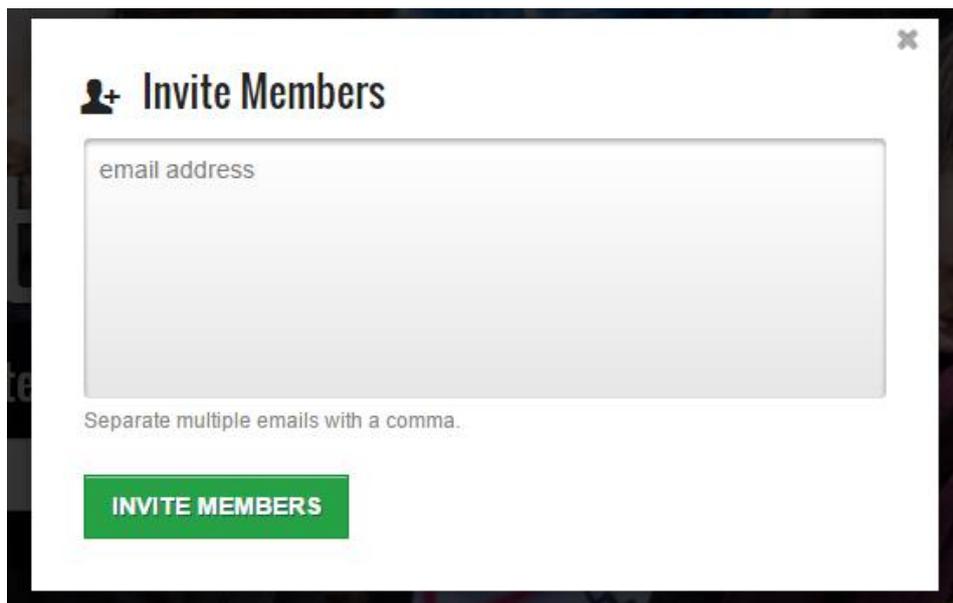


Invite people to join Volunteering Mitchell

Signed-in members can invite friends and colleagues to join Volunteering Mitchell, by selecting “Community” from the top navigation bar, and then selecting “Invite Members”.



You may invite new members by adding their email address into the text box. The invited person will then be required to join Volunteering Mitchell by registering as a user.



Please contact the Community Development Team on (03) 5734 6200 or email community.development@mitchellshire.vic.gov.au if you have any questions, or require assistance in listing your volunteer opportunity.