# VOLUNTEER CENTER

## Lets Get Connected

UNITED WAY
Southeastern
Connecticut

Discover the new Volunteer Center, our **one-stop hub** for connecting with meaningful volunteer opportunities across Southeastern Connecticut. By bringing together local nonprofits and community members on a single platform, we make it easier than ever to give back and strengthen our community.

## NON-PROFIT ORGANIZATIONS

Post volunteer opportunities, track registrations, manage rosters, and even mobile check-ins the day of the event - all with the support of United Way staff. Gain visibility through shared marketing and communications while connecting with volunteers who are passionate about your mission. Create and manage your own profile **at no cost.** For organizations interested in joining United Way's Volunteer Center, please complete the interest form via the QR code. UWSECT will provide training and guidance.

### Join Us!

**Interested in the Volunteer Center?**
Complete this simple interest form.
UWSECT staff will follow-up

## VOLUNTEERS

Browse and sign up for volunteer opportunities from multiple organizations in one convenient place. Whether you're looking for a one-time event or ongoing service hours, United Way's Volunteer Center makes it simple to find ways to make a difference in your community. For individuals who need to track hours for community service or benefits enrollment, Volunteer Center will provide official documentation of hours served.

### Stay Tuned!

United Way's online Volunteer Center is almost ready and will launch soon. Review UWSECT's volunteer page for "United Way's Volunteer Center" link for updates

# VOLUNTEER CENTER

## Organization Overview

UNITED WAY
Southeastern
Connecticut

## United Way's Volunteer Center will provide:

- Coordinated broad volunteer recruitment on behalf of all partner's volunteer needs
- Initial onboarding and training by United Way staff along with continuing tech-support
- **Organization page** that provides a simple summary
- **List of volunteer activity options** known as "opportunities" posted by each organization
- Volunteers will create a profile that provide name, email, phone, address, and shirt size
- **Roster** of registered volunteers for the activity including contact information
- **Automated email messaging**; confirmation, reminder, and thank you email messaging
- **Volunteer Resume** that confirms completed hours, dates, times, locations, and organizations. This document may be used for community service and benefit enrollment requirements.

## Volunteer Opportunities

Opportunities posted in United Way's Volunteer Center could include any of the following. The below elements will need to be clearly stated for each opportunity posting.

- Each activity will be a single opportunity posted within the organization's page. These posted opportunities are created, entered, maintained, by each organization.
- Could be one-time events or recurring opportunities
- Indoors and/or outdoor
- May include manual labor, office work, program supports
- Cannot be in support of fundraising activities

## Organization's Commitment

- Provide a **Leader** (staff or volunteer) who is familiar with the assigned opportunity
- Depending on the opportunity, provide **adequate volunteer training**
- Leader to be present for at least the start and end of scheduled opportunity
- When necessary, conduct volunteer screening beyond simple online form questions created in United Way's Volunteer Center. UWSECT does not complete background checks on volunteers.
- Plan for the potential of volunteers who don't show up
- **Check volunteers in and out** of the opportunity to confirm attendance
- Maintain opportunity listing on Volunteer Center

## Volunteer Opportunity Examples

- Basic data or form entry
- Support at program events (registration desk, assisting staff)
- Landscape maintenance (leaf raking, mulching, mowing, weeding)
- Property upkeep (painting, basic cleaning)