



RE: New Volunteer Referral Website!

Dear Community Organization,

We're changing and want you to be part of our future! Volunteer Manitoba would like to invite you to post your volunteer opportunities with us at **mbvolunteer.ca** or on our re-designed youth site **myvop.ca**. Sign up today!

How to post volunteer positions...

Step 1: Log on to **mbvolunteer.ca** or **myvop.ca** and click on the **Create an Account** link.

Step 2: Fill in the form provided and click **Send Registration** when complete

Step 3: Activate your new account. An activation email will be sent to the address you provided on the registration form.

Step 4: Go to **mbvolunteer.ca** or **myvop.ca** and click on **Login** in the menu. Enter your username and password.

Step 5: Click on the **Post a Position** link in the menu (or on the homepage). The Posting Form will appear. *You can choose to have your opportunity appear on mbvolunteer.ca (general opportunities), myvop.ca (youth opportunities) or both websites!*

Step 6: Click **Submit** when form is completed. We will receive it, and then post it on our site within 2 business days

How to post one-time events...

Step 1: Log on to **mbvolunteer.ca** or **myvop.ca**, sign in with your username and password

Step 2: Click on "Calendar" in the menu

Step 3: Click on the red cross icon (Add Event) above the calendar

Step 4: Fill in your event's information.

Step 5: Click **Submit** when the form is completed. We will receive it and then post it on the calendar within 2 business days

We have also included our quick and easy reference card for your convenience.

We're changing and we want you to be a part of our future! Volunteer Manitoba invites you to post your volunteer opportunities at mbvolunteer.ca

Sign up today!

How to post volunteer positions...

Step 1: Log on to mbvolunteer.ca and click on the *Create an Account* link.

Step 2: Fill in the form provided and click *Send Registration* when complete.

Step 3: Activate your new account. An activation e-mail will be sent to the address you provided on the registration form.

Step 4: Go to mbvolunteer.ca and click on *Login* in the menu. Enter your user name and password.

Step 5: Click on the *Post a Position* link in the menu (or on the home page). The Posting Form will appear. You can choose to have your opportunity appear on mbvolunteer.ca (general opportunities) or on both of our volunteer websites including myvop.ca (youth opportunities)!

Step 6: After previewing your listing, click *Submit* when form is completed. We will receive it, and then post it on the site within 2 business days.

How to post one-time events...

Step 1: Log on to mbvolunteer.ca or myvop.ca, sign in with your user name and password.

Step 2: Click on *Calendar* in the menu.

Step 3: Click on the *Add Event* link (a red cross icon) above the calendar.

Step 4: Fill in your event's information.

Step 5: Click *Submit* when the form is completed. We will receive it and then post it on the calendar within 2 business days.

Volunteering...it's for you!

Why Volunteer?

There are many reasons why individuals choose to volunteer. Volunteers can provide a service, solve a problem or advance a worthy cause.

Individuals volunteer to:

- make important networking contacts or meet new people
- learn or develop skills
- gain valuable work experience
- build self-esteem and self-confidence
- improve health
- make a difference in someone's life
- express gratitude for help you may have received in the past from an organization

Rights, Responsibilities & Expectations

Volunteering is a two-way street; it is about what you give and what you receive. As a volunteer, I have the right to:

- a clear written volunteer position description
- a carefully planned volunteer position that meets your growth and developmental needs and time
- information about the organization's mission, policies, structure and funding
- an orientation session and on-going training
- support from a designated volunteer or staff person
- respectful treatment as a co-worker
- appropriate and timely recognition
- do my job to the best of my ability
- make suggestions, voice my honest opinion and seek constructive feedback on the work I do
- ask my supervisor when I have a problem or question I cannot answer
- respect confidentiality and be trusted with confidential information
- be reimbursed for approved out-of-pocket expenses where funds are available
- insurance coverage while performing volunteer duties

mbvolunteer.ca

204.477.5180 ext. 225 Toll Free 1888.922.4545

