

UNITED WAY VOLUNTEER CONNECTION



United Way can help your organization find the help you need. Our powerful VolunteerMatch database at VolunteerUWGC.org helps connect any nonprofit with groups and individuals of all ages to help with programs, projects, events, administrative tasks, item collections and more!

5 STEPS FOR WRITING A SUCCESSFUL VOLUNTEER LISTING

- 1 Tell them what**
Explain what volunteers will do – but just enough to understand their role, and be sure they are qualified. Try to reframe event flyers, job descriptions, or press releases from the perspective of the volunteer. Think about what you would want to know before you'd sign up yourself.
- 2 Tell them why**
Volunteers are motivated by a variety of factors, but it's always good to let them know why they are giving their time. Assume they don't already know about your organization or the population you serve. Connect the dots for volunteers – especially when they won't interact with those benefitting from their work.
- 3 Tell them when**
Most volunteers want to know they can commit *before* they sign up. Make it easy to find your listings by adding the words *weekday*, *weeknight*, or *weekend* to the [keywords](#) box, as appropriate. Then, include available hours in the [description](#) (*Available hours are Monday - Friday: 9 AM – 3 PM*) for clarity.
- 4 Tell them who**
Check all appropriate [suitable for](#) options (Kids/Teens/Older Adults/Groups). This allows volunteers to filter results, and allows us to create lists for teens, families, retirees, and corporate groups. Many teens and parents want to know the [minimum age](#) before signing up, so be sure to fill this in, whatever the age.
- 5 Don't tell them how**
VolunteerMatch works best when volunteers click SIGNUP to get in touch with you, so we recommend you **do not** add contact information or links in the [description](#). VolunteerMatch keeps track of volunteers and will e-mail you and the volunteer each time a match is made - but only if they click SIGNUP.

RECRUIT VOLUNTEERS ONLINE

- 1** Visit uwgc.org/FindVolunteers and click **Add volunteer opportunities** or **Register for an account**. You can also e-mail volunteer@uwgc.org and we would be happy to set up the account for you.
When volunteers sign up, you'll receive an e-mail with their contact information, and they will receive one with yours. We ask that you follow up with volunteers in 1-3 business days to answer questions or help them get started.

Manage Organizations

- 2** [United Way of Greater Cincinnati](#) Click on your organization

- 3** Add new or click pencil to edit. + ADD NEW LISTING CHANGE CONTACT CHANGE EXPIRATION

<input type="checkbox"/>	LISTING	STATUS	UPDATED	CONTACT	STATS	EXPIRES	
<input type="checkbox"/>	Be the Change Tutor Campaign	Active	03/25/14	Taleen.Cassidy@uw...	117 referrals 2448 views	09/25/14	

4 **Title ***

Required | Stand out with a short and creative title that explains what volunteers will do or who they will be helping.

5 **Contact ***
Tiffany Vitagliano (tiffany.vitagliano@uwgc.org)

Required | Select yourself or another person to receive e-mails when volunteers sign up. Please contact volunteers in 1-2 business days.

6 **Description: ***

Required | 50-100 words on what volunteers will do, how it will help your organization, and the available hours. Don't forget to spell check!

7 **Keywords**

Recommended | Include the words *weekend*, *weekday*, and/or *weeknight* to help volunteers find opportunities that fit their schedule.

Interest Area (Select one and up to three) *

<input type="checkbox"/> Advocacy & Human Rights	<input type="checkbox"/> Animals	<input type="checkbox"/> Arts & Culture
<input type="checkbox"/> Board Development	<input type="checkbox"/> Children & Youth	<input type="checkbox"/> Community
<input type="checkbox"/> Computers & Technology	<input type="checkbox"/> Crisis Support	<input type="checkbox"/> Disabled
<input type="checkbox"/> Disaster Relief	<input type="checkbox"/> Education & Literacy	<input type="checkbox"/> Emergency & Safety
<input type="checkbox"/> Employment	<input type="checkbox"/> Environment	<input type="checkbox"/> Faith-Based
<input type="checkbox"/> Health & Medicine	<input type="checkbox"/> Homeless & Housing	<input type="checkbox"/> Hunger
<input type="checkbox"/> Immigrants & Refugees	<input type="checkbox"/> International	<input type="checkbox"/> Justice & Legal
<input type="checkbox"/> LGBT	<input type="checkbox"/> Media & Broadcasting	<input type="checkbox"/> Politics
<input type="checkbox"/> Race & Ethnicity	<input type="checkbox"/> Seniors	<input type="checkbox"/> Sports & Recreation
<input type="checkbox"/> Veterans & Military Families	<input type="checkbox"/> Women	

Required | select 1-3 to help volunteers find opportunities that align with their interests and passions.

8 **Where is this activity? ***

It's Virtual

Choose previous address

ADDRESS *

CITY * STATE * ZIP CODE *

--

Required | Where volunteers will go to volunteer. If volunteers don't need to travel to a physical location, select It's Virtual. Examples include research projects, grant writing, document translation, copywriting/editing, social media or web support, and photo/video editing.

9 **When is this activity? ***

This is ongoing and flexible. We'll work with your schedule!

Specific Dates:

Optional | Set specific dates to show up on upcoming event lists, or end recruitment after a certain date. Ongoing opportunities will be active for the next 6 months, but can be renewed as needed.

10 **Suitable for** (Select all that apply) [What is this?](#)

Kids Older Adults

Teens Groups

not specified up to 5
up to 10
up to 20
any size

Recommended | Help families, teens, retirees and groups find your listings quickly! Groups love knowing how many volunteers can participate at one time.

Recommended | Set a minimum age to promote your opportunity to youth and families, or to prevent signups from ineligible volunteers.

11 **Are there any other requirements?** Yes No

Minimum Age:

12 Review listing and **PUBLISH**

Bonus tip: Share your listing with a co-worker, friend, or current volunteer to get a different perspective!

ADDITIONAL RESOURCES

● **United Way Board Orientation and Leadership Development (BOLD)**

A great opportunity for new or current board members to learn the skills necessary to become a more effective board member and help lead your organization.

uwgc.org/BOLD

● **United Way BoardBank**

Provides recruitment services to nonprofit organizations seeking talented, committed, capable, and dedicated individuals to serve on their respective boards or committees.

uwgc.org/BoardBank

● **Cincinnati Association for Volunteer Administrators (CAVA)**

A networking organization that enables volunteer coordinators to share information and ideas with others as well as take part in special workshops.

cincycava.org

● **Cincinnati Community ToolBank**

Offers an inventory of tools to help volunteers complete maintenance and improvement projects for nonprofits. For pennies on the dollar, your organization can do more for less.

cincinnati.toolbank.org

● **VolunteerMatch Learning Center** | Free webinars and other resources to learn how to effectively involve volunteers in the important work of your organization.

learn.volunteermatch.org

VOLUNTEER OPPORTUNITY IDEAS

Volunteer can help with so many things, sometimes it's hard to know where to start. Below are some ideas for ways volunteers can support your work, but all kinds of opportunities are welcome. The more the merrier!

EDUCATION

- Assist with classroom, after-school activities or field trips
- Reading, tutoring or mentoring youth
- Beginning/end of school party
- Offer job shadowing/coaching to teens
- Paint, landscape, or “make-over” a school or youth center
- Organize a school supply or book drive
- Create educational toys & activities

INCOME

- Review resumes or practice interviews
- Help clients shop for professional attire
- Lawn & home maintenance for seniors
- Provide child care so parents can attend adult education classes
- Teach a technical skill, life skill or hobby to adults
- Personal finance tips for clients

HEALTH

- Food drive, coat drive, or personal hygiene collection
- Paint, landscape, or “make-over” a residential or health facility
- Host a party, karaoke or game night
- Serve meals to kids, seniors or homeless individuals
- Stock or organize food pantries
- Visit seniors living in a residential facility

Don't forget about skills-based projects! Current and retired professionals love finding new ways to use their skills and talents.

For more information visit uwgc.org/FindVolunteers, e-mail volunteer@uwgc.org or call 513-762-7175