Schedule volunteer shifts
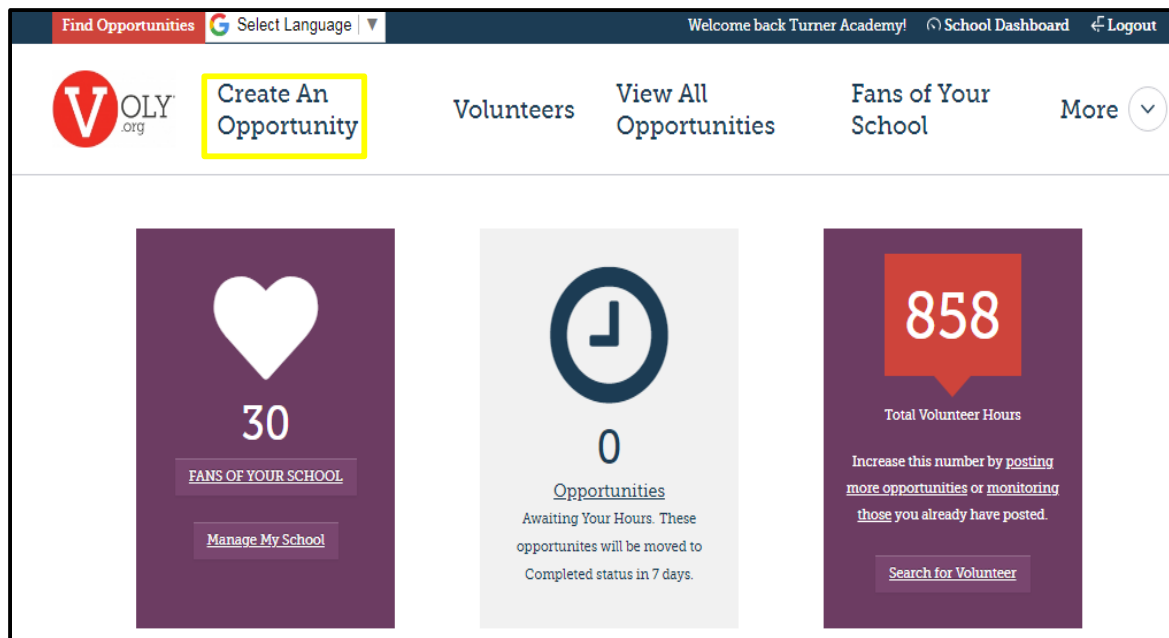
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Shift Scheduling

- Shift Scheduling is useful for coordinating volunteers for repeating opportunities that reoccur every week or month

- It is also a wonderful tool to help manage volunteers for large events where volunteers are needed for a variety of tasks

- You define your desired tasks and shifts the first time you set-up each opportunity

- VOLY will schedule volunteers for you by directing them to fill available slots

- You schedule desired shift in Step 2 of Creating a Volunteer Opportunity

Create An Opportunity

- Click on Create An Opportunity from your dashboard

Step 1: Project Name, Contact

- Type Project name
- Choose if opportunity is Private or not Private
- Select/create contact
- Click on Next Step

Step 2: Date,Shifts

Please select the type of opportunity

- A One Time Opportunity typically occurs over 1-2 consecutive days

- A Repeating Opportunity re-occurs on select days or dates over a period of weeks or months

What kind of opportunity is this?

One Time Opportunity   Repeating Opportunity

Continue

Opportunity Date(s)

When do you need your volunteers?

- Enter a start date for volunteers

- If the opportunity repeats, in 'Repeats Until' enter an end date, no more than 120 days from your start date

- Select Repeats: Weekly (on select days) or Monthly (on select dates)

- Repeat every: How frequently does this opportunity repeat

- Repeats on: check the days this opportunity occurs

Fun Fact:
It is easier to get new volunteers to commit for a month or a semester rather than a full year.
Once they are on-board, most will continue to volunteer.

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Shifts

- Select Yes or No if you need shifts.
  - You have the option to name Roles for this task – for example: Hall Monitor
  - Indicate the start/end times volunteers are needed and number of volunteers requested
  - You may Add Another Time Slot by clicking on button
  - Select the length of time for each shift if Adding Multiple Times
  - You may add another role, if needed, by clicking the button
  - Click Save & Continue button when finished

Custom Shifts

- NOTE: You also have the option to 'Remove Shift'

- Add Time Slot allows you to add irregular or overlapping shifts

- Add Multiple Times divides your role into even shifts thoughout the indicated time

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