

Volunteer Coordinator Vs. Team Member Roles

Two staff account types: Volunteer Coordinator vs. Team Member

- **Volunteer Coordinator:** full access, limited licenses per agency, uses Volunteer Coordinator portal
 - A Volunteer Coordinator account allows federal staff, approved partner staff (with proper background check and PIV/CAC), and/or approved volunteers (with proper background check and PIV/CAC) full access to all staff functionality in Volunteer.gov: recruitment, volunteer selection, onboarding, time tracking, reporting, and more.
 - Volunteer Coordinators can create or edit opportunities, review volunteer applications, create and assign onboarding tasks including the OF-301a form, sign OF-301a forms (only federal staff), add or approve time log entries, and run reports.
 - These accounts require a volunteer coordinator license which each agency has a limited number of; reach out to your agency contact for more information on how these licenses are handled for your agency.
- **Team Member:** limited access, unlimited licenses per agency, uses Team Member portal
 - A Team Member account allows federal staff, approved partner staff (with proper background check and PIV/CAC), and/or approved volunteers (with proper background check and PIV/CAC) limited access to staff functionality in Volunteer.gov: volunteer selection (review applications and select volunteers)*, onboarding (only federal staff: signing 301a forms and terminating 301a forms), and add or approve time log entries*.
 - *With this release only onboarding functionality is available. Volunteer selection and time log functionality is planned for future releases.
 - Team Members **cannot** do the following: create or edit opportunities, create and/or assign onboarding tasks, or run reports.
 - Team Members must be added to opportunities on the Staff Access tab to have access to the different functions related to those opportunities. Team Members can be added to as many opportunities as needed.
 - These accounts require a team member license which each agency has an unlimited number of. Volunteer Coordinators can submit a request for a new team member account for their staff, partners, or volunteers who meet the requirements for an account using the User Management tab.