**I Need a Volunteer - Posting Form (Nov 2023 version)**

*Send completed form to* [*your*](mailto:volunteer.gov@usace.army.mil) *district office volunteer coordinator*

* **Volunteer Opportunity Name**:
* **Site Contact:**
* **Secondary Contact:**
* **Site:**

**Opportunity Location**

* **Virtual**: Can the volunteer job be done remotely? (Choose Yes or No.)
* **Address:** (Use address from the system, or manually input address)
* If using a different address from your main project mailing address:
  + Street:
  + City:
  + State:
  + Zip:
  + Geolocation Latitude/Longitude:

**Opportunity Date & Time**

* **Start Date of the Opportunity**:
* **End Date of the Opportunity**: (Cannot exceed one year from the start date)
* **Opportunity Image Photo:** Include a URL link to a photo you’d like posted with the opportunity. Photo URL must come from one of the following approved sites:
  + [www.Recreation.gov](http://www.Recreation.gov)
  + Corps Lakes (<https://corpslakes.erdc.dren.mil/visitors/visitors.cfm>)
  + USACE webpage (i.e. <https://www.nwk.usace.army.mil/Locations/District-Lakes/Kanopolis-Lake/>)

Find the photo you’d like posted with the opportunity. Right click on the image to copy the link address. Paste into this document.

**Recruitment**

* **Unlisted Opportunity? (**Choose Yes or No). If an opportunity is marked as unlisted, it cannot be found via the search page. For unlisted opportunities, sharing the QR code/link is the only way for volunteers to view the opportunity page.
* **Recruitment Start Date/TIme:** (List the specific date you want the volunteer opportunity posted on Volunteer.gov. Cannot be “ongoing” or “year round”):
* **Recruitment End Date/Time** (List the specific date you want the volunteer opportunity removed from Volunteer.gov. Cannot be “ongoing” or “year round”):

**Opportunity Requirements**

* **Opportunity Type:** Select either Event or Position
* **Number of Volunteers Needed:**
* **Skills:** (Select or highlight all that are needed for the position)
  + Backpacking/Camping
  + Biology
  + Boat Operation
  + Carpentry
  + Clerical/Office Machines
  + Computer Programming
  + Conservation Education
  + Drafting/Graphics
  + Driver’s License
  + First Aid Certificate
  + Fish/Wildlife
  + General Assistance
  + Hand Power Tools
  + Heavy Equipment
  + Landscaping/Reforestation
  + Land Surveying
  + Livestock/Ranching
  + Map Reading
  + Mountaineering
  + Office/Clerical
  + Operation Horse-Care/Riding
  + Other Trade Skills
  + Photography
  + Public Speaking
  + Research/Librarian
  + Sign Language
  + Supervision
  + Teaching
  + Visitor Information
  + Working with People
  + Writing/Editing
* **Special Groups** (Select/highlight all that apply)
  + Families
  + Groups
  + Kids
  + 55+
  + Teens
* **Activities**: (Select or highlight all that apply)
  + Archaeology
  + Backcountry/Wilderness
  + Botany
  + Campground/Site Host
  + Campground Maintenance
  + Computers
  + Conservation Education
  + Construction/Maintenance
  + Fish/Wildlife
  + General Assistance
  + GIS/GPS
  + Historical Preservation
  + Minerals/Geology
  + Natural Resources Planning
  + Night Sky/Astronomy
  + Other
  + Pest/Disease Control
  + Planning Office/Clerical
  + Range/Livestock
  + Research/Librarian
  + Science
  + Soil/Watershed
  + Timber/Fire Prevention
  + Tour Guide/Interp
  + Trail/Campground Maintenance
  + Visitor Information
  + Weed/Invasive Species Control
* **Activities, Other** (List any others not selected above):
* **Lodging Availability for Opportunity**: Is some type of housing provided for hours worked? (Choose Yes or No)

\*\*If some type of housing is provided, include a sentence in the position description stating the requirements to receive the housing. (*Example: Must complete 24 hours of work per week to qualify for free housing.*)

* **Description of Lodging Availability**: Describe what is provided.
* **References Required:** (Choose Yes or No)

**Opportunity Description**

* **Opportunity Description**: (Enter detailed description with any key information you would like the volunteer to know.)

**Additional Requirements Fields:** (In this section you will check whether any of this information is required in the volunteer application.)

* **References: (**Choose Yes or No)
* **Lodging Needs:** (Choose Yes or No)
* **Knowledge, Skills, and Abilities:** (Choose Yes or No)
* **Education:** (Choose Yes or No)
* **Availability:** (Choose Yes or No)

**Additional Onboarding Requirements:** (In this section you will check whether any of this information is required in the volunteer application.)

* **Background check required**? (Choose Yes or No)
* **Driver’s License required?** (Choose Yes or No)
* **Medical Clearance required?** (Choose Yes or No)

**Event Specific Information:** (In this section you will enter pertinent info if the volunteer opportunity is an Event, such as National Public Lands Day)

* **Group Event:** (Choose Yes or No)
* **Start Time**
* **End Time**
* **Start/End Time Zone** (Select one)
  + Atlantic Daylight
  + Atlantic Standard
  + Eastern Daylight
  + Eastern Standard
  + Central Daylight
  + Central Standard
  + Mountain Daylight
  + Mountain Standard
  + Pacific Daylight
  + Pacific Standard
  + Alaska Daylight
  + Alaska Standard
  + Hawaiian Aleutian Daylight
  + Hawaiian Aleutian Standard

**Position Specific Information**

* **Total Available Hours**:
* **Availability Duration**: (Select one)
  + Day
  + Week
  + Month
  + Year
* **Training Required:** (Choose Yes or No)
* **Required Days**: (Choose all that apply)
  + Sun
  + Mon
  + Tue
  + Wed
  + Thurs
  + Fri
  + Sat