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

*Send completed form to* *your* *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