

HOW TO FIND THE RIGHT VOLUNTEER ROLE ON THE VOLUNTEERING QUEENSLAND WEBSITE

volunteeringqld.org.au

Our website has more than 1,500 positions throughout Queensland at any one time

Option 1: Quicksearch



While you can use the quicksearch function by entering keywords, location and/or interests, on the front page, we recommend the advanced search as a better way to find all the opportunities near you.

Option 2: Advanced Search

STEP 1.

Click on the Black **Want to volunteer?** Button on the right hand side. This takes you through to the 'Find a Volunteer Role' page. You will also find a lot of information about volunteering to help you decide what type of role is right for you.

STEP 2.

Once you've read that page, scroll back up the right hand side of the page and click on the Red Button



this will take you through to the page showing you all the opportunities in Queensland.

STEP 3.

Select from the search options on the left hand side to narrow down your search.

TIPS for using SEARCH OPTIONS:

- Leave the KEYWORDS box blank and fill in other sections to maximise the opportunities you see.
- Click the **+ More** link below each search option to see all your options.
- You can tick as many boxes as you like.

1. Fill in LOCATION option with where you live and select how many kilometres are you prepared to travel. (Check it is spelled correctly.)

2. Click all the INTERESTS of what type of volunteer tasks you would like to do.

3. Or you may prefer to fill in the CAUSE section. Pick those close to your heart! If you do not select any cause you will get all the organisations with your preferred type of role.

4. Next fill in the DURATION i.e. the time you can afford to commit to volunteering.

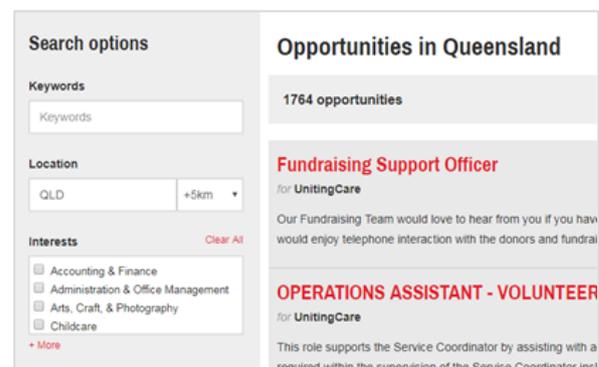
5. The GOOD FOR button. Here you can select for any specific requirements such as Centrelink approved, suitable for people learning English, young volunteers, etc.

6. OR you may like to select role according to YOUR AVAILABILITY and accessibility needs.

7. Now click the SEARCH button to see which roles appear that match your preferences. If you like a role click and you will go through to the page explaining more about the role including any additional requirements.

8. If that all sounds good you might like to click onto the organisation (towards the top of the page) to learn more about their work. If you like all you've read and

wish to apply, click on the big red button.



STEP 4.

You will now be in the EXPRESS INTEREST for volunteer role's page. Complete a short form designed to learn more ABOUT YOU. Fill in all the boxes in this section and 'year of birth' is required for insurance purposes only. The STATISTICAL PURPOSE section is for our reporting and is optional. When you are ready, press SEND and this will email this information to the organisation that is offering the position, so they can get in contact with you. You should also receive a confirmation email.

STEP 5.

From this point Volunteering Queensland cannot provide any information about the status of your application. You will receive a confirmation email with organisation's details, and if you haven't heard from them within a week, it's a good idea to give them a quick call.

- It is also a good idea to apply for a few different roles rather than just the one.

REMEMBER: At Volunteering Queensland there are new positions being posted every day, so please check regularly for that perfect, meaningful volunteering position that's just right for you!

HOW TO CREATE A VOLUNTEER PROFILE

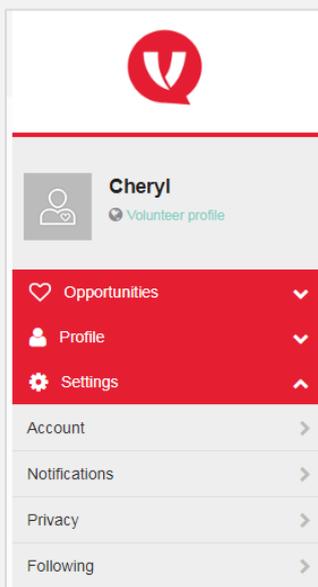
Creating a Volunteer Profile will allow you to:

- Apply for volunteer positions quickly with 1 click instead of having to fill out a new Expression of Interest form each time
- Keep track of all the positions you have applied for or any favourite organisations you are following.
- Provide more information about yourself to a prospective volunteer organisation such as your resume/CV, LinkedIn profile and a photo (optional)
- Have volunteer positions recommended to you that suit your interests and availability when you log in to your profile (or via email notifications) so you will never miss out on the right opportunity for you.

STEP 1.

Go back to the [Want to volunteer?](#) page. Instead of clicking SEARCH, click the [Register](#) button. This will take you to your CREATE PROFILE page. Fill in all the boxes then click the red [create profile](#) button.

It is important to fill in the box as this will be sent to the organisation in your initial expression of interest and this will be available to them in their Expression of Interest report when they are looking at all their applications.



STEP 2.

To complete the process you will need to confirm your account. An email with instructions on how to verify your email address will be sent to you. Once you click on the link, your registration is finished.

STEP 3.

Once you log into your new profile you will see on the left hand side a panel with the drop down choices (pictured left).

For example under OPPORTUNITIES you'll find RECOMMENDATIONS – here you might like to shortlist an opportunity in your favourites.

Under PROFILE you can add to or change any personal details.

Under SETTINGS you'll find NOTIFICATIONS – where you can match your profile directly to your email, add a specific organisation and change the frequency of your notifications.

You can Login to your Volunteer Profile at any time via our Want to Volunteer page.

If you have any questions about volunteering, or are struggling to find the right volunteer role, please feel free to contact Volunteering Queensland at helpdesk@volunteeringqld.org.au or call 3002 7600.