

STEP

01

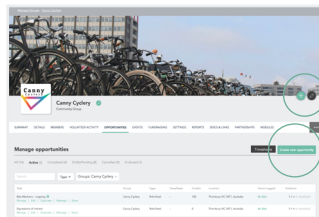
To create an opportunity go to 'Manage my groups' and navigate to 'Opportunities' in the menu bar.

Then, click on 'Create new opportunity' or the green '+' button on the right-hand side of your group's menu in manage mode.

CLICK

Create new opportunity

OR +



02

You'll then be taken to the **Volunteer Opportunity Creation wizard** which will guide you through the process of creating a volunteer opportunity.

This is tailored to meet your needs as an organisation. It allows Volunteer Managers to design custom forms reflective of their organisation's recruitment and screening processes.

03

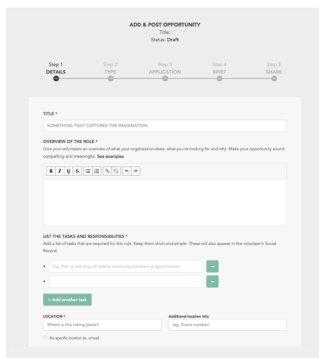
Details

Fill out your initial details as best you can. The wizard will ask you for the following:

- Title
- Overview of the Role
- Tasks and Responsibilities
- Location
- Experience Gained
- Under 16s suitability
- Contact Person
- Causes
- Opportunity suitability

REMEMBER

Save and continue

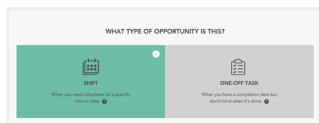


04

Opportunity schedule

The next step is to choose what kind of volunteer opportunity it is.

Shift-based opportunities are for when volunteers are needed for a specific time or date, for example, **recurring friendly visits**, a driver at irregular times for a charity, a coach for a football team among many other examples.



CONT.

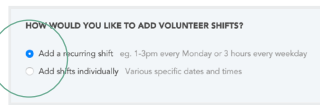
04

There are two different types of shift:

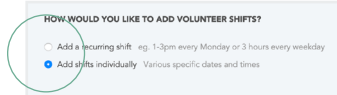
- **Recurring shifts** are used if you require the same volunteer (or volunteers) to attend a series of shifts with a regular, recurring pattern, e.g. every Monday and Friday from 9 am to 12pm.
- **Individual shifts** are used if the dates and times don't follow a set pattern, or if you'd like to assign volunteers on a shift-by-shift basis instead of committing them to a longer recurring schedule.

One-off tasks are for when there's a completion date but you are flexible with when the task is completed by, as long as it's by the due date.

Click on the opportunity type based on your organisation's needs and follow the step-by-step directions relating to times, dates and frequency.



OR



05

Application

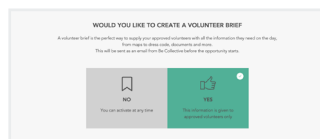
After completing the opportunity schedule, you can now **customise your application form**. Now you can add an organisation's rules, induction and training availability, age, whether or not they have a driver's licence or Working with Children's Check — you can tailor the application form based on your organisation's needs. You can also add a close date or pause applications



06

Volunteer brief

You can **create a Volunteer Brief** and provide information the volunteers must know, e.g. dress code. This can be completed at any time before your volunteers start their opportunity.



07

Share

You can share your opportunity with all Be Collective users, or any organisations you've partnered with.

If you'd like to keep your opportunity private to members of your group, you can toggle the switch to **private** or **leave it public**.

No Yes
= PUBLIC

No Yes
= PRIVATE

