

# Volunteer Opportunities Overview

Volunteer Opportunities is a feature in Maestro that allows you to create opportunities for volunteers to sign up for available spots. Using this feature will allow you to setup your volunteer needs, generate one link, and have volunteers claim spots filling your needs.

The screenshot displays the Maestro interface for a volunteer opportunity titled "2024 CleanUp Day". The top navigation bar includes "Organization", "Economic Vitality", "Promotion", and "Design". A search bar is located in the top right corner. The main content area is divided into several sections:

- Event Details:** Shows the event name "2024 CleanUp Day" with a progress indicator "5 of 70 filled". It includes fields for "Event" (2024 CleanUp Day), "Work Plan" (2024 CleanUp Day), and "Link" (Copy Link). There is an "Attach Volunteer Hours" button and a note: "Note: You will only be able to press this button once, so please wait until after your event."
- Shifts Table:** A table with columns "Date", "Time", and "Location". It lists three shifts for 05/04/2024 at Washington Park: 09:30am - 10:00am, 10:00am - 12:00pm, and 12:00pm - 02:00pm.
- Description:** A text box containing "This is a test description! Sign up and have fun cleaning up the district".
- Files:** A section showing a file named "PRODUCTIVITY CHEAT SHEET" with a thumbnail image.
- Jobs Table:** A table with columns "Details", "Shift", and "Slot". It lists various tasks and their corresponding slots and assignees:

Details	Shift	Slot
Checkin	05/04/2024 09:30am - 10:00am	Slot #1 Jim Halpert Slot #2 Travis Brown
Checkin	05/04/2024 10:00am - 12:00pm	Slot #1 Available Slot #2 Available
Weed Picker	05/04/2024 10:00am - 12:00pm	Slot #1 Sam Malone Slot #2 Carla Tortelli Slot #3 Available Slot #4 Available Slot #5 Available Slot #6 Available
Trash Collector	05/04/2024 10:00am - 12:00pm	Slot #1 Available Slot #2 Available Slot #3 Available Slot #4 Available Slot #5 Available Slot #6 Available
Flower Planter	05/04/2024 10:00am - 12:00pm	Slot #1 Available Slot #2 Available Slot #3 Available Slot #4 Available Slot #5 Available Slot #6 Available
Water Delivery	05/04/2024 10:00am - 12:00pm	Slot #1 Woody Boyd Slot #2 Available
Graffiti Removal	05/04/2024 10:00am - 12:00pm	Slot #1 Available Slot #2 Available Slot #3 Available Slot #4 Available

When creating a new volunteer opportunity, Opportunity Name is a required field. You can attach the opportunity to an event and a work plan. You will want to complete your Volunteer Opportunity section as well as the Time Slots section before saving.

Shifts <span>All</span>		
Date	Time	Location
05/04/2024	09:30am - 10:00am	Washington Park
05/04/2024	10:00am - 12:00pm	Washington Park
05/04/2024	12:00pm - 02:00pm	Washington Park

## Time Slots

For each shift that you will be creating you will want to have a Time Slot. For example, if you have a 2 hour setup shift and 3 hour long shifts you would have 4 Time Slots

Checkin	05/04/2024 10:00am - 12:00pm	Slot #1 Available Slot #2 Available
Weed Picker	05/04/2024 10:00am - 12:00pm	Slot #1 Sam Malone  Slot #2 Carla Tortelli  Slot #3 Available Slot #4 Available Slot #5 Available Slot #6 Available

## Jobs

For each shift, you can add multiple jobs. Within each job, you can then create multiple slots for volunteers to claim.

After you have entered the slots, you will select which Time Shift that the job will be applied to.

Once your event is saved a link will be generated and available in the Volunteer Opportunity Info section in the upper right hand corner. You can utilize this link to send to your mailing lists or add to your website so that your volunteers can claim the available slots.

As volunteers claim a spot, they are added to your Opportunity and that spot is not available for another volunteer to claim. For example, if you have 4 slots available on a particular shift, the first 4 will be able to claim those and the next person would have to claim a different job.

When a volunteer is not in your Maestro Database already, they will be added to the database automatically. This is done using email as the unique identifier, so you will want to encourage people to use the same email address. For example:

Joe Smith (joe@smith.com) is already in your system. If Joe signs up with a different email (joe.smith@work.com) it will create a new profile in the contact database.

**2024 CleanUp Day**  
5 of 70 filled 

**Event** 2024 CleanUp Day

**Work Plan** 2024 CleanUp Day

**Link**  Copy Link 

**Hours** [Attach Volunteer Hours](#)

**Note:** You will only be able to press this button once, so please wait until after your event.

## Adding Volunteer Hours

After your event has concluded, you can send the volunteer hours from the event to the contact profiles which will save the hours and include them in your reporting. However, this can only be done once.

First, we recommend reviewing your list of volunteers and deleting anyone from their slot who did not show up during your event.

Once they are removed, click the “Attached Volunteer Hours” in the Volunteer Opportunity Information section in the upper left hand corner. Once you have clicked the button the hours will be saved to the user profiles and this will no longer be an option on that opportunity.

---

Revision #1

Created 19 April 2024 21:01:30

Updated 19 April 2024 21:09:12