How to Guide for New Organisations wanting to register and advertise volunteering opportunities

Background

The Department of Family and Community Services partnered with SEEK Volunteer to deliver the new NSW Volunteering Website. It has a large existing user base of over 1,408 organisations and includes over 2,800 volunteer roles.

This website provides an online platform where existing volunteers, volunteer organisations, people interested in volunteering can:

- Access learning and development resources
- Learn more about the sorts of volunteering possible through volunteer stories
- Access marketing campaign materials to help local volunteer recruitment campaigns
- Nominate a volunteer for recognition through the Premier’s Volunteer Recognition Program.

What support does the website provide to volunteer organisations?

Volunteer organisations across NSW are able to fill volunteering vacancies in local communities, access learning and development resources, access marketing campaign materials to help local volunteer recruitment campaigns and recognise other volunteers by nominating recipients for the Premier’s Volunteer Recognition Program

How does the website provide volunteering opportunities to individuals?

The website enables volunteers or individuals interested in volunteering across NSW to find volunteering opportunities that interest them. This could be for people seeking their first volunteer role or for those looking for new opportunities via the volunteer recruitment portal.
New Organisations

Registering your organisation

If you are ‘New’ to this site you will need to register your organisation first.

Go to the ‘Volunteer Now’ tab on the top ribbon and click on ‘Organisation Log In’

It will then take you to the following screen.
Click on the ‘Registration’ button

Register your organisation

Register your organisation

About you
Name *
Surname *
Phone *
Your preferred contact number
Email *
Confirm Email *

About your organisation
Name *
ABN *
Type *
Select one
Street Address *
Suburb *
Postcode *
Website (optional)
Number of Volunteers *
Service Focus *
Select one

Description of your Organisation *
Organisation Description

A brief description of your organisation for your profile

By continuing I agree to the terms of use and agree with Volunteering Australia’s definition of volunteering.

Register
Once you have completed the registration form you will be able to post your volunteering opportunity on the portal and it will be viewable via the ‘Find Opportunities tab:

Here is where your volunteer opportunity will be advertised

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**NSW VOLUNTEERING**

**Sales Assistant**
Costford Regional Gallery
- East Gosford NSW
- Ongoing commitment
- Community Services

Greeting and serving customers, providing advice and assistance to customers. Working with till and handling customer transactions. Helping keep shop clean and tidy.** This opportunity comes to you via Volunteering Central Coast. Please ring 4329 7122 to make a booking for a telephone or face-to-face interview so we can refer you for this role or visit Volunteering Central Coast website and submit your interest.**

**Cleaner/Maintenance/Admin/Customer Service-Bateau Bay**
PCYC - Umina Beach and Bateau Bay
- Bateau Bay NSW
- Ongoing commitment
- Young People
- Wheelchair Access

Come and join Australia’s pre-eminent youth organization working with Police and community to empower young people to reach their potential. The PCYC Bateau Bay team need reliable community minded people to assist us in achieving our mission. **This opportunity comes to you via Volunteering Central Coast. Please ring 4329 7122 to make a booking for either a telephone or face-to-face interview so we can refer you for this role or visit Volunteering Central Coast website and submit your interest.**
Existing Organisations

Please click the ‘Sign In’ button

Enter your Username and Password and press ‘Sign in’