



Welcome to Get Connected – our new volunteer hub for Portland Parks & Recreation!

We are happy to introduce our new volunteer management software system, **Get Connected**. With our new website to manage volunteer opportunities, you will be able to:

- Sign up for volunteer opportunities
- Receive automatic reminders
- Complete any required forms and waivers to volunteer
- Track your volunteer hours
- Have a personal volunteer resume showcasing your hard work

We will not use this system to share your private information or spam you with unwanted emails. Reach out to Volunteer.Services@PortlandOregon.gov with any questions or feedback!

How to Create an Account

Scan here
to sign up!



1. Visit <https://volunteer.portlandoregon.gov/> or scan the QR code.
2. Click **Sign Up** from the top menu.
3. Select your application – **Volunteer Application** is the default that will work for most!
4. Enter the required information, including email and password.
5. Suggested: Agree to receive communications. We only send important reminders about your volunteer opportunities. You can adjust your communication settings later from your profile if desired.
6. Agree to the Privacy Policy.
7. Click **Create Your Account**.



8. Optional: Select your interests to help us learn more about you!
9. Optional: Click the link to fill out our demographic survey so we can learn more about our volunteers and improve programming (results are not linked to your profile).

That's it! You've created an account! You will receive an automated notification confirming your account creation.

Fill in this information to have a record of your account information and keep it in a safe place.

My Email _____

My Password _____

How to Sign up for Volunteer Opportunities

1. Once signed in, click on the **Opportunities** menu item (or View More Opportunities).
2. Search through our opportunities.

Tip: When searching from a computer browser you can change between calendar view and map view if you want to see opportunities by date or location. You can use search filters to help search for specific types of roles you're interested in, including by interest.

3. Click on the opportunity you're interested in.
4. Click **Respond** or **Respond as Team** (if you're bringing a +1 or more – only some opportunities allow you to bring a +1 without an account).
5. You may need to complete additional requirements before signing up. If you must complete a background check or another qualification that staff must review, we will alert you in 1-3 days to let you know if you've been approved. Once approved, you can complete sign up.
6. The first time you sign up for an opportunity, you'll need to sign the Volunteer Liability and Release waiver – we won't save your birth date unless you click a



box to do so. The system just needs to know whether to give you a waiver for an adult or minor to sign.

7. Finish signing up for the opportunity, if the opportunity is recurring you can select which dates you want to sign up for (you can always cancel later from your account if you can't make it!)

You will receive an automated notification confirming you signed up for the opportunity and reminders before the opportunity occurs. A volunteer manager may send additional details by email.

How to Add Volunteer Hours

Talk to your staff contact to know if you are expected to add your own volunteer hours or if they will enter them for you.

1. Sign into your account at <https://volunteer.portlandoregon.gov/>
2. From a computer browser, click **Add Hours** at the top. From a phone browser, click on the top right square white icon, then click **Add Hours**.
3. Select the opportunity you want to add hours for.
4. Confirm the date of your shift and hours worked, make any edits as needed.
5. If you belong to a user group, select your user group.
6. If you are doing these hours for a school service project, please check that box.
7. Click **Submit Hours**.

A staff member will review your hours, so it may take a week before they appear on your profile.

How to Check Your Schedule or Cancel a Volunteer Shift

If you can't make it to a shift, please cancel your shift so our site supervisor can plan accordingly.

1. Sign into your account.



2. From a computer browser, click on your initials in the top right corner. From a phone browser, click on the top right square icon, then click **User Control**.
3. Select **Opportunity Responses** to view your schedule.
Note: You can also see a calendar view of your schedule under **Volunteer Schedule**.
4. To cancel an opportunity: Click on the Options menu next to the opportunity you would like to cancel, then select **Unregister**. On a phone browser you may need to scroll towards the right to see that option.
5. Click **Yes** on the box that pops up to confirm you want to unregister.

You will receive an email confirming the cancellation of your shift.

Thank you for volunteering with Portland Parks & Recreation and helping us keep track of your volunteer hours! The data helps us improve our programming and demonstrate the value of volunteer work in our park system.

Help Resources

- Visit [Volunteers | Get Connected Help Center](#) for additional articles to help volunteers use our website.
 - Website:
<https://learn.getconnectedvolunteer.com/en/collections/11016321-volunteers>
- For inquiries or feedback on a certain volunteer opportunity, contact the staff listed on the opportunity or program you are interested in.
- For general questions about volunteering, website help, or account creation help contact Volunteer.Services@PortlandOregon.gov or call 503-823-5121.