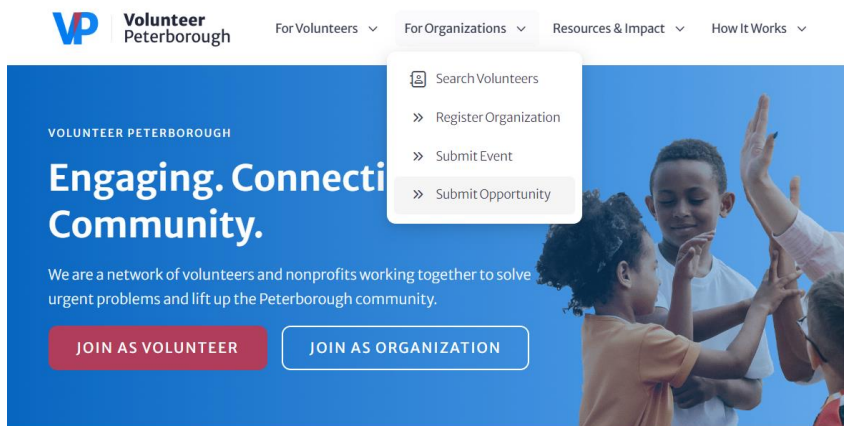


## How to submit an opportunity

1. Click on the Submit Opportunity button in the “For Organizations” drop down menu.



2. Confirm organization and include opportunity title, a brief description, number of opportunities available and a featured image that showcases volunteers in action.

### Post An Opportunity

1 — Core Info — 2 — Location — 3 — Time — 4 — Causes — 5 — Capability — 6 — Applications

#### Core Info

**Confirm Organization \***

Peterborough and the Kawarthas Chamber of Commerce

Please select the Organization that you would like to create an Opportunity for.

**Opportunity Title \***

What is the title of this position or activity?

**Brief Opportunity Description \***

In 1 or 2 sentences, briefly outline what this Opportunity is about (you can go more in-depth later).

**Number of Opportunities Available \***

How many volunteers do you need for this EXACT position (If you have several related but different positions available, please create a separate listing for each)?

**Opportunity Featured Image \***

Choose File No file chosen

Maximum file size: 256 MB

3. Select options that apply to opportunity, include opportunity address and accessibility.

# Post An Opportunity



## Location & Tags

Which of the following options apply to this Opportunity?

- Public Transit Accessible
- Flexible Schedule
- Good For Families With Children
- Good For Youth / Students
- Good For Groups

Please select all that apply. We will use this information to help match you with suitable volunteers.

Is this opportunity Remote, In-Person, or Hybrid? \*

- In-Person
- Remote
- Hybrid

If you choose In-Person or Hybrid, you will be prompted to provide a physical address.

Opportunity Address \*

Please select the address at which the in-person part of the Opportunity will take place.

Is this location accessible for someone with a mobility impairment? \*

- Accessible
- Not Accessible

BACK

NEXT

4. Be specific with time commitment – select opportunity frequency, duration, hours per session, start date and total duration.

# Post An Opportunity



## Time Commitment

Opportunity Session Frequency \*

The volunteer should be available...  
The volunteer should be available...  
One-time  
Monthly  
Bi-weekly  
Weekly  
Daily

Opportunity Total Duration \*

Over the course of...

The volunteer should be available...

Opportunity Hours per Session \*

For a duration of...

- For a duration of...
- Less than 2 hours
- 2-4 hours
- 4-6 hours
- 6-8 hours
- Full day

Opportunity Start Date \*

yyyy-mm-dd

Is this an ongoing Opportunity, or is there an anticipated end date? \*

- Is Ongoing
- Has an End Date

Opportunity Total Duration \*

Over the course of...

- Over the course of...
- Less Than 1 Week
- 1-2 Weeks
- 1 Month
- 2-3 Months
- 3-6 Months
- 6-12 Months
- 1 Year or More
- Ongoing / Indefinite

Is this an ongoing Opportunity, or is there an anticipated end date? \*

- Is Ongoing
- Has an End Date

BACK NEXT

Total Opportunity Hours \*

Opportunity Start Date \*

yyyy-mm-dd

November, 2023

Su	Mo	Tu	We	Th	Fr	Sa
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2
3	4	5	6	7	8	9

Clear Today

y, or is there an anticipated end date? \*

BACK NEXT

5. Choose Causes that best represent the outcome or goals of the volunteering role you are listing and share goals & objectives, community impact and volunteer outcomes for this opportunity.

## Post An Opportunity

1 — 2 — 3 — 4 — 5 — 6

Core Info      Location      Time      Causes      Capability      Applications

### Opportunity Causes

"Causes" refers to the specific social, community, or environmental objectives that your volunteer Opportunity aims to support or enhance. Choose Causes that best represent the outcomes or goals of the volunteering role you are listing.

**Causes Benefited \***

- Advocacy & Human Rights
- Agriculture, Horticulture, Gardening
- Animals
- Arts & Culture
- Children, Youth, Family
- Community Development
- Companionship

### Goals & Objectives

Paragraph **B** *I* ABC “ ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☿ ⚔ ⚡ ↶ ↷

### Community Impact

Paragraph **B** *I* ABC “ ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☿ ⚔ ⚡ ↶ ↷

### Volunteer Outcomes

Paragraph **B** *I* ABC “ ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☿ ⚔ ⚡ ↶ ↷



**Application Requirements**

- Resume / CV
- Cover Letter
- References
- Separate Application Form

**Other Required Documents**

- Police Record Check
- Vulnerable Sector Check
- Non-Disclosure Agreement (NDA)
- Permission Slip / Consent Form
- Driving Record
- Health Records / Immunization Records

---

**Application Process Steps**

Application Step Title



Congratulations! You've now posted an Opportunity in Peterborough's volunteer movement.