

**Version**

**1.0**

**VOLUNTEER.Gov/Gov**

Building America's Communities of Service



# Tool Kit (March 2003)

Instruction Manual:  
Volunteer.Gov/Gov

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## Introduction

**V**olunteer.Gov/Gov is a Web-based, electronic tool for government administered volunteer programs. Volunteer opportunities can be posted, edited, deleted or archived quickly and easily. Volunteers can search, select and apply for opportunities online. Their applications are stored in a secure, online database and made available to authorized volunteers.

Volunteer.gov/gov contains the applicant following modules:

- Homepage: Overall introduction to Volunteer.gov
- Search pages: Containing search criteria such as interest areas and geographic location
- Opportunity pages: Summarizing actual volunteer positions
- Application page: To apply for a volunteer opportunity

Also, Volunteer coordinators/administrators have several modules available to them. These will be discussed in more detail in this document:

- Add record
- Delete record
- View record

- Search
- Graphics and charts

Volunteer.Gov/Gov is designed for government volunteer programs that have been established with Congressional approval and that provide tort claims protection and workers' compensation coverage for participants. Volunteer.Gov/Gov does not supercede any policies or procedures previously established by agency volunteer programs. Use of the site is not mandatory and should be carefully considered by each agency to determine overall benefit.

### Purpose of This Publication

This publication is intended for Federal and state employee administrators of volunteer programs who have a need to use volunteer.gov/gov to post and coordinate volunteer opportunities. This publication explains legal and administrative requirements of using Volunteer.gov/gov. It also offers step-by-step instructions in using volunteer.gov/gov consistent with the system's design and record keeping mandates.

## Privacy and Record Keeping

### Applicant Information Security

The privacy of our volunteers is of utmost importance. Volunteer.Gov/Gov has been designed to provide the highest level of information integrity and security. Built-in safeguards protect online information against unauthorized access, whether in storage, processing or transit. These protections guard against denial of service to authorized users or provision of service to unauthorized users. Measures are built in to detect, document, and counter such threats.

Volunteer.Gov/Gov operates under protocols for privacy and record keeping consistent with requirements at the Federal and State of New York levels. Notice of this system of records was published in the Federal Register and is subject to the Privacy Act of 1974 (5 U.S. C. 522a).

The security plan is available upon request by writing to the Volunteer.Gov/Gov Webmaster using the comment form.

### Record Keeping Procedures

All sensitive applicant information downloaded or printed to hard copy format is strictly confidential and must be kept in a locked file cabinet accessible only by authorized personnel. All paper documents and informal notations containing sensitive applicant data must be shredded prior to disposal. Paper and electronic records will be maintained and disposed in accordance with the records disposition authority approved by the National Archives and Records Administration. Records are considered confidential and must be kept in a locked file cabinet accessible only by authorized personnel. All paper documents and informal notations containing sensitive applicant data must be shredded prior to disposal. Paper and electronic records will be maintained and disposed in accordance with the records disposition authority approved by the National Archives and Records Administration.

## Accessibility

### Authorized Users

**V**olunteer.Gov is designed to allow organizations to establish multiple levels of user accessibility. Each organization determines its own hierarchy for controlling overall use of the system.

Listed below are four levels of access for authorized users who may add, update and delete Volunteer.Gov opportunities/users either throughout an entire organization or only a specific portion. These levels are Administrators, Bureau/Service Administrators, Administrative Users and Volunteer Coordinators.

#### Level 1: Administrators

Administrators have full authority to (1) add, modify and delete opportunities in the database; (2) access and review all applicant data; and (3) control access and use of Volunteer.Gov/Gov by their organization's personnel. They can designate users at levels 2, 3, and 4 and they can view all applicants for their organization.

Administrators are typically the volunteer program managers with primary responsibil-

ity, usually at a national level, for program policy and information management, and for ensuring the security of volunteer data. They provide the framework for organizational consistency in implementing program procedures and disseminating information across the entire organization. They are responsible for implementing volunteer data requirements, standards, access rules, and data-related training. They define the organization's volunteer-related business values, standards and services. They are the experts for the volunteer program and serve as the representative on the national Volunteer.Gov/Gov Team.

#### Level 2: Bureau/Service Administrators

Bureau/Service Administrators have the authority to (1) add, modify and delete existing opportunities in the database; (2) access and review all applicant data; and (3) control access and use of Volunteer.Gov/Gov by their organization's personnel. They can designate users at Levels 3 and 4 and they can view all applicants for their Bureau.

Bureau/Service Administrators are generally responsible for overall coordination, data entry, and documentation of volunteer data in

support of the volunteer program. In an organization's volunteer management hierarchy, they are a level below the national program manager, often operating at the state or regional level. They provide information management leadership, and custodianship of state or regional volunteer data. They implement data security policy at the state/regional level.

Bureau/Service Administrators will promote Volunteer.Gov/Gov to the organization's professionals who use volunteers' assistance. They work with state or regional staff to provide information and guidance in support of Volunteer.Gov/Gov.

### Level 3: Administrative Users

Administrative Users have authority to add or modify—but not delete—opportunities in the Volunteer.Gov/Gov database. They typically review applications and respond to applicants. They can add, update and remove Level 4 users and they can see applicants for their organization.

Administrative Users are typically at a level below Bureau/Service Administrators, serving as sub-state, regional, or district level volunteer program specialists with authority to post volunteer opportunities and process applications. They are responsible for security of volunteer data and operation of the volunteer program in their organizational area.

### Level 4: Volunteer Coordinators

Volunteer Coordinators can add to and modify existing opportunities on Volunteer.Gov/Gov and they may review applications for their opportunities only.

Volunteer Coordinators typically serve at the area or office level and are responsible for volunteer program delivery and volunteer data handling and security. They work with resource staff to identify volunteer opportunities, gather information for volunteer position descriptions and provide secure record keeping for hard copies of applications downloaded from Volunteer.Gov/Gov.

### **User Identification and Password**

Volunteer.Gov/Gov is password protected. All users must have a registered user name and password to enter the system. No one will receive a password without approval from the organization's appropriate, administrative user (see above).

## Volunteer Data Gathering

The Volunteer.Gov online application form is based on the data elements found on the Volunteer Application for Natural Resources Agencies (OMB No. 0596-0080, Expires 2/31/04 -- Optional Form 301 (Revised 4/2001) USDA-USDI). Veterans Affairs has digitized its application for Voluntary Service (VA Form 10-7055) OMB Number 2900-0090, and it is now similar to Optional Form 301.

### Keyword Search

To expand the limited search elements of Optional Form 301, a keyword search is available from the Home page and on the opportunity pages. This feature allows volunteers to locate additional service areas that meet their interests. The feature searches all text, including opportunity titles and descriptions. The online capability will be improved by adding more topics by name when Optional Form 301 is due for revision in February 2004.

### Profiling Feature

Volunteer.Gov/Gov will eventually provide a profiling feature to allow applicant information to be gathered and stored for future opportunities. Applications will be automatically re-

trieved and prospective volunteers will be notified when positions become available that match their skills, location, or other selected criteria. This improvement requires approval from the Office of Management and Budget.

## Volunteer Position Descriptions

**V**olunteer position descriptions are the key to successful recruitment, selection, placement, and retention of volunteers. They are the backbone of the Volunteer.Gov/Gov Web site and should be carefully written to give a clear picture of the position and what is expected of a volunteer.

Volunteers are not considered government employees, so the description should not look like an employee job description. It is important to write the position description as just that--a position, not an actual job. The position description becomes part of the volunteer service agreement as an understanding between the volunteer and the organization about the work to be accomplished. It also serves a more critical purpose in establishing the relevant salary level of the work should a volunteer ever become injured and eligible for workers' compensation benefits.

### Data Elements for Position Descriptions

Position descriptions should be developed for each volunteer position before recruitment takes place, and they should be fully discussed with prospective volunteers prior to acceptance of the position. In addition, they are useful for planning orientation, training,

action plans, progress reviews and evaluations.

The following categories are useful in creating a clear, comprehensive position description. Not all categories are necessary or appropriate in every case. Nonetheless, it is important to convey sufficient information to avoid misunderstandings or unmet expectations after a volunteer is onboard.

#### Title

The proper name of the position being described.

#### Program

The organizational area responsible for the position, its mission and the relationship of the mission to the volunteer position.

#### Purpose of Position

A statement of the organization's need for the position, the reason for the existence of the position and the results or outcome desired.

#### Responsibilities

The duties a volunteer is expected to perform. Be as specific as possible. The list of duties will serve as a guide for ongoing actions plans and progress reviews.

#### Qualifications

The skills, experience, and aptitudes required for the position. Qualifications should be very clear so potential volunteers will know whether they are qualified for the position.

Eligibility

Include age restrictions (e.g., “volunteers must be age 18 or older”), physical demands, as well as other restrictions, if applicable, such as citizenship, visa requirements, police clearances, etc.

Length of Service

The length of time a volunteer is expected to serve in the position.

Time Required

The minimum or appropriate number of hours the volunteer is expected to serve weekly or monthly.

Training Required/Provided

The specific orientations or training required, including any training that the prospective volunteer will be provided or that is a precondition to being selected for the position.

Travel Required

Specific travel requirements, if applicable.

Supervisor

The position title of the person to whom the volunteer will report.

Scope of Authority

Identification of any volunteer positions that report directly to the position and/or the geographic area for which the position is responsible.

Working Relationships

Clarification of the relationship a volunteer has to other volunteers and staff, the position titles of persons and the names of groups with which the volunteer will work.

Progress Review

The position title of the person who will review work progress with the volunteer, how often progress is reviewed and in what manner.

Available Resources

A list of resources the volunteer may expect. Resources may include, but are not limited to, supplies, equipment, staff support, and reimbursement of expenses.

In addition to the above categories, the following information should be included to provide full understanding of the nature of the position:

Working Conditions

Describe the work setting. If the position involves hazardous conditions, strenuous work, extreme temperatures, altitude, etc. it is important to note and discuss them with volunteers. If your unit has volunteers with disabilities, listing special equipment and other accommodations could be invaluable in creating satisfactory placements.

Conditions of Enrollment

Is reliable transportation necessary? Does the agency/service reimburse transportation and parking costs? Is a uniform required, and if so, is it provided? Are any tools necessary? Are meals provided or paid for? Are there any other considera-

tions that the volunteer should know about? Are there any agency specific regulations? Advise prospective volunteers about any security or police clearances, drug testing, or other requirements that

may be needed as a condition of enrollment. Some agencies pay for medical testing and conduct criminal and security background checks, dependent upon the health or security risks involved.

## Administrative Functions

To ensure the privacy of data on Volunteer.Gov, administrative access to the web portal requires a userid and logon. This logon is through a secure layer (128 bit SSL) and your web browser should show the small Lock Icon when you log on.

### User Logon

For registered Volunteer.Gov/Gov partners, you can login to the Volunteer.Gov/Gov administrative web portal by clicking the Partner Access link on the home page in the bottom left corner. This link will take you to the Login Page ([Figure 1](#)). Once you enter the proper username and password, you will be authenticated; click the PROCEED button to continue your authentication process. At any time once you are logged in, you can return to the main Administration page by clicking the Administration Page link at the bottom of each web page. This link will only be visible once you have successfully logged in.

The Volunteer.Gov/Gov administrative portal uses session cookies to manage your administrative session. Your web browser must have its cookies enabled to use this system. Most web browsers have the cookies enabled automatically. If you need help with this function, please see your web browser help. Cookies used in the Volunteer.Gov/Gov ad-

ministrative portal are Session Cookies only and last only as long as your session is active. The Session Cookies are NOT written to your hard drive.

Depending on your user access level, there are up to nine administrative functions that you may perform from the main administration page ([Figure 2](#)). To return to this main Administration Page at any time, simply click on the Administration Page link at the bottom of each page. If you are already logged in, you will be returned to the Main Administration Page. This Main Administration page also includes a real-time bar graph of existing opportunities in Volunteer.Gov/Gov. You may click on any of the bars to get information on the agency opportunities included in Volunteer.Gov/Gov. The Administrative functions available are listed below:

### Adding a New Opportunity

Online opportunities are based on position descriptions ([Figure 3](#)). Details should give the key elements of a position and present a clear picture of what to expect. The opportunity title should be intuitive to the public if at all possible. To add a new opportunity, logon to the administration page and click the Add

New Opportunity icon  (Figure 4). Following is an explanation of the information required for new opportunities:

#### Opportunity Name

Enter the Title/Name of the Volunteer Opportunity here. This is the position or facility name in some cases. Example: Eastman Lake or Yosemite National Park Volunteer Park Ranger (*required*)

#### Street Address

Enter the street address of the volunteer opportunity. If there is no street address, enter n/a. (*required*)

#### City

Enter the city where the Volunteer Opportunity is located. This is important because some users may search by city name for opportunities. If your opportunity is not located in a city or town, then put in the closest town or city that would help identify the general area of your opportunity. (*Required*)

#### County

Enter the county or township where the Volunteer Opportunity is located. This is optional, but some users may search by county or township name for opportunities. (*Optional*)

#### State

From the drop-down list, select the state where the volunteer opportunity is located. This is important because users may search by state for opportunities. (*Required*)

#### Zip Code

Enter the zip code where the volunteer opportunity is located. This is important because users may search by zip code for opportuni-

ties. If you do not know the zip code for the opportunity location, then please enter the nearest zip code that would help users locate the opportunity (*required*)

#### Description

Include responsibilities; qualifications; eligibility criteria; time requirements; training provided; travel required; scope of authority; available resources provided; working conditions and any other enrollment conditions that may apply. Try to provide a description that the general public will understand and which is descriptive of the needs and requirements of your opportunity. The more descriptive you are the better chances of an appropriate volunteer match for your opportunity. There is no limit to the size of this description and if you are experienced in HTML, you can include links and some general formatting here. If you do include some general formatting, please do NOT use any special characters (®, ©, §, ¥, ™, etc.) and do NOT use any single (') or double (") quote marks if possible. (*Required*)

#### Agency/Organization

Your organization should appear automatically in the drop down list. If it does not, please select the Agency this opportunity is for.

#### Activities

From the group of check boxes, check the activities that best match your volunteer opportunity. You must check at least one check box. You may check as many activities as ap-

ply to your opportunity. This is very important because users may search for opportunities based on the activities (interests). Also, this gives you, the volunteer coordinator, a way to filter volunteer applications so that you are receiving applications from users that match your activities. *(Required)*

Contact Information

The contact person is responsible for responding to applicants. This person may or may not be the actual volunteer supervisor. Enter the name of the contact person for this volunteer opportunity. *(Required)*

Contact Phone

Enter the telephone number of the contact person for this volunteer opportunity. In most cases, this will probably be the volunteer coordinator. The telephone you enter here will be the telephone number that receives calls for this position/opportunity. If there is no telephone number, enter n/a. *(required)*

Contact Email

Enter the email address of the contact person for this volunteer opportunity. In most cases, this will probably be the volunteer coordinator. The email address you enter here will be the address that receives online volunteer applications for this position/opportunity.

**NOTE: this email address is critical. This address is where notification of online applications will be sent.** *(Required)*

Start Date

Enter the date when the opportunity starts here. You can enter the date in any format, but the mm/dd/yyyy format is preferred. By

default, today's date will appear in this form field. *(Required)*

End Date

Enter the date when the opportunity ends here. You can enter the date in any format, but the mm/dd/yyyy format is preferred. NOTE: after the end date has passed, your opportunity will no longer be visible to users on the Volunteer.Gov/Gov portal. Your opportunity will always be in the database, but it will not be visible or searchable after the End Date except to administrators. *(Required)*

Opportunity/Location Photo

If your opportunity or facility or location (such as a park or recreation area) has a photo, you can enter the photo here to include as a link on your volunteer opportunity. This form field has a BROWSE button which will allow you to browse your computer to locate the photo you want to use. Once you have selected the photo you want to use, it will be uploaded automatically to the Volunteer.Gov/Gov portal. *(Optional)*

Opportunity/Location Web Site

If your opportunity or facility or location (such as a park or recreation area) has a web site, you can enter the link here. This link will be included as a link on your volunteer opportunity. The link should be entered as the full URL. Example:

<http://www.recreation.gov/detail.cfm?ID=88>

Review/Submit Your Opportunity

Once you have entered the required data in the Add a New Opportunity form, click the

REVIEW button to view your opportunity. This will show you how your opportunity will look on the Volunteer.Gov/Gov portal. If you need to revise your opportunity, click the REVISE button to correct any information. If your opportunity is correct, click the SUBMIT button and your opportunity is complete and now online.

### Modifying an Opportunity

Once a volunteer opportunity is loaded into the system, users can modify/edit their opportunities at any time. This allows the greatest flexibility in the event email addresses, telephone numbers, or any other changes in the opportunity occur. To modify an opportunity, logon to the administration page and click the Modify Opportunities icon.  This will provide you with a listing of your opportunities. Click on the opportunity you wish to modify. The Modify Opportunity screen looks almost identical to the Add New Opportunity screen except that all your existing volunteer opportunity information is pre-filled for you ([Figure 5](#)). You may change any piece of information by selecting it and then typing in your new information. Once you are finished making the edits/changes, click the submit button to save.

One additional function that is available on the Modify Opportunity screen is the ability to *temporarily* Enable or Disable (Archive) an opportunity. This button is checked Enable by

default. The purpose of this button is to allow you to temporarily turn off or turn on an opportunity without changing any other information. For example, suppose you have received enough volunteer applications for a given opportunity. You know you will want more applications in the future, but for now, you don't want to receive any more. To turn off the opportunity for the time being, simply log on and select the Modify Opportunity option and click the Disable button at the bottom of the page. This will temporarily turn off your opportunity. When you want to start receiving applications again, simply follow the above procedure and click the Enable button.

### Deleting an Opportunity

To delete an existing volunteer opportunity, logon to the Administrative page and click the Delete Opportunity icon.  This will show a list of your opportunities. Select the opportunity you wish to delete and click the Delete Button. **WARNING: There is no undo for the Delete Opportunity function. Once your opportunity is deleted, it is completely removed and there is NO way to retrieve it again.**

### Adding a New User

Administrative users with appropriate access can add other Volunteer Coordinators and administrative users. To add a new user, logon and click the Add New User icon.  Selecting this icon will take you to a new screen where you enter the new users contact details ([Figure 6](#)). Once you have added

the new user, that user account is now available. You will need to provide the user with their userid and password.

### Update an Existing User

Administrative users with appropriate access can modify/update user details at any time. To modify/update an existing user, logon to the administration page and click the Update

User icon.  This will take you to a new page where you can select the user you want to modify/update. Click on the user you wish to modify/update and that user's details will be pre-filled in the Update User screen. You may edit any of the form fields. Once completed, click the Update button. The user details are now updated. NOTE: if you change the user's password, you will need to notify them of the changes. Often administrators will use this function to reset a user's password.

### Deleting Users

Administrative users with appropriate access can delete a user at any time. To delete a user, logon to the administration page and

click the Delete User icon.  **WARNING:** Once you delete a user, all user details are gone. There is no undo for this action and a deleted user account cannot be retrieved.

### Review Postings

The Volunteer.Gov web portal includes several files and contact information relative to volunteer coordinators, administrators, program managers and others. This information

is periodically posted on the web site and is available to any registered user. To access these postings, logon to the administration page and click the Review Postings icon.  You may click any posting to review or download it.

### Review Comments

The Volunteer.Gov web application provides for online feedback/comments from web site visitors and users. Registered users may review these comments at any time. To review User Comments, logon to the administration page and click the Review Comments icon.



Comments are arranged in chronological order with the most recent comments at the top of the page. The comments include the date, time, user IP address, and user comments. Where a user requests a response, the users email is also included. At the end of January, 2003, a Customer Relationship Management (CRM) module will be installed to provide effective/rapid response to user comments. When the CRM module is installed, an instruction addendum to this document will be provided.

### Review Applicants

One of the primary purposes of the Volunteer.Gov web portal is to put volunteer coordinators in contact with volunteers. The Review Applicants function achieves this purpose. Volunteer applications that are completed online are stored for review by volun-

teer coordinators. Each time an application is received; volunteer coordinators receive an email notice that a new volunteer application has been received for their position. To access online volunteer applications, logon to the administration page and click the Review

 Applicants icon. A listing of volunteers for your position and/or agency position is presented. Click on the desired applicant to review the application details ([Figure 7](#)). You may wish to print the application for your records. NOTE: at the end of January 2003, when you receive email notification of a new application, you can logon and go directly to that specific application and a "print" version of the application will be available for fast printing.

Once you review an application, your review date is "stamped" in the volunteer applicant listing for your records.

### **View Statistics**

The Volunteer.Gov web portal includes a visitor statistics module which registered users can view. This statistics module includes page views for the Volunteer.Gov "detail.cfm" page only. This is the actually page where volunteer opportunities are presented. To access the statistics module, logon to the administration page and click the View Statistics icon.

 This will take you to the main statistics page which shows today's statistics for your

agency ([Figure 8](#)). The details include the visitor IP address, the referring page (if available) and the date and time of the visit. From this page, you can view other dates by clicking on your desired date in the calendar at the top of the page. You can also view statistics for any other Volunteer.Gov partner by clicking on the partner link at the top of the page. In addition, you can see daily aggregate statistics ([Figure 9](#)) by clicking on the

Show Graph icon.  Please note that the Show Graph page will take a while to load since it is accessing a large pool of data.

### **User Logout**

Once you are finished using the Volunteer.Gov administrative web application, it is important for you to use the LOGOUT link at the bottom of each page. This is for your security and the web application security and will ensure that no one else uses your account.

## Contacts and References

The following Volunteer.Gov program references are being provided for your quick access.

### Volunteer.Gov/Gov Project Manager

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Arlington, VA 22202 703.413.7153 (office) 703.231.3335 (cell/support) 801.340.6804 (fax)  
webmaster@espherical.com (www.espherical.com)

## Figures

Figure 1 Login Screen

<https://www.volunteer.gov/gov/login1.cfm>



Figure 2 Administration Page

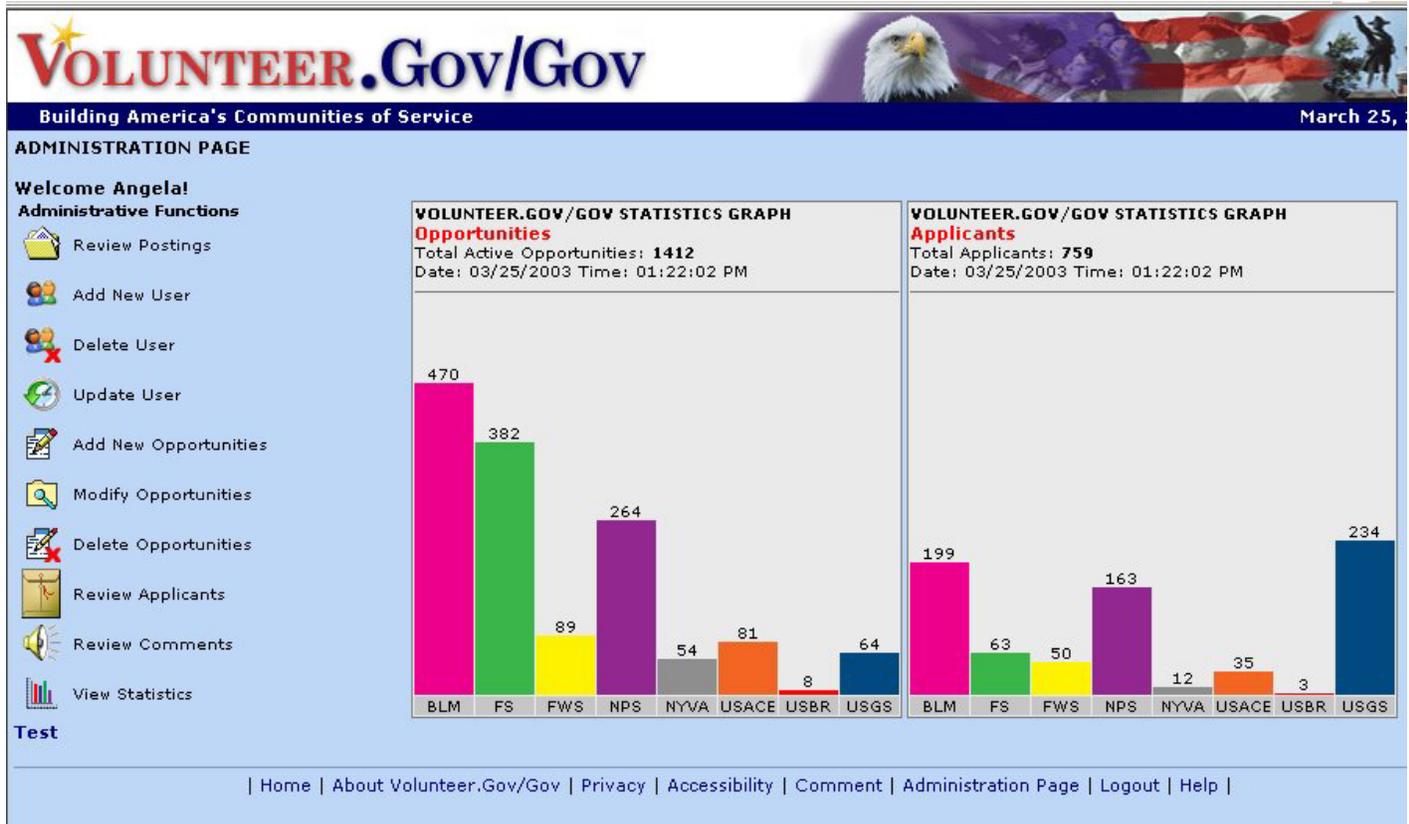


Figure 3 Volunteer Opportunity Description

**VOLUNTEER.GOV/GOV - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

**VOLUNTEER.Gov/Gov**  
Building America's Communities of Service

**CT-16: Wilderness Ranger, Caribou-Targhee NF Volunteer Opportunities**  
Teton Basin Ranger District  
PO Box 777  
Driggs, ID 83422

**Description:**  
**Wilderness Ranger:** Ranger needed to patrol the Jedediah Smith Wilderness located on the west slope of the Teton Range. Position requires day hikes as well as 3-5 day solo backpack trips throughout the 123,451-acre Wilderness. Emphasis will be on monitoring campsite conditions using digital camera, GPS unit, topographic maps and data collection forms. Visitor contacts will emphasize educational messages about wilderness values, camping impacts and the reasons for wilderness regulations. Forest Service will provide training, uniform, radio, basic backpacking equipment, a shared room in the seasonal bunkhouse in town, on-the-job mileage and subsistence. *1 position*

**Activities:**  
Back Country/Wilderness

**Contact Information:**  
Megan Lyons Bogle  
208-354-2312  
mbogle@fs.fed.us

**Available Dates:**  
06/01/2003----10/01/2003

**Apply Online for this position:**  
CT-16: Wilderness Ranger, Caribou-Targhee NF Application

**Back to Search**

**Information Link**  
CT-16: Wilderness Ranger, Caribou-Targhee NF

| Home | About Volunteer.Gov/Gov | Privacy | Accessibility | Comment | Help |

Figure 4 New Volunteer Opportunity Screen

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**Building America's Communities of Service**

### Add New Volunteer Opportunity

Tuesday 14 January 2003 11:15:AM (EST)

Volunteer Opportunity Details	Description
Opportunity Name: <input type="text"/>	<input type="text"/>
Street Address 1: <input type="text"/>	
Street Address 2: <input type="text"/>	
City: <input type="text"/>	
County: <input type="text"/>	
State: <input type="text" value="Alabama"/>	
Zip Code: <input type="text"/>	

**Agency/Organization:**

**Activities:**

<input type="checkbox"/> Archaeology	<input type="checkbox"/> Historical Preservation	<input type="checkbox"/> Timber/Fire Prevention	<b>OTHER:</b>
<input type="checkbox"/> Botany	<input type="checkbox"/> Pest/Disease Control	<input type="checkbox"/> Trail/Campground Maintenance	<input type="checkbox"/> Science
<input type="checkbox"/> Campground Host	<input type="checkbox"/> Minerals/Geology	<input type="checkbox"/> Tour Guide/Interpretation	<input type="checkbox"/> Back Country/Wilder
<input type="checkbox"/> Construction/Maintenance	<input type="checkbox"/> Natural Resources Planning	<input type="checkbox"/> Visitor Informaion	<input type="checkbox"/> General Assistance
<input type="checkbox"/> Computers	<input type="checkbox"/> Office/Clerical	<input type="checkbox"/> Fish/Wildlife	
<input type="checkbox"/> Conservation Education	<input type="checkbox"/> Range/Livestock		
<input type="checkbox"/> Research Library	<input type="checkbox"/> Soil/Watershed		

**Contact Information**

Contact Name:  Contact Phone:  Contact Email:

**Available Dates:**

Start Date:  End Date:  (mm/dd/yyyy)

**Opportunity/Location Photo:**

Figure 5 Modify Opportunity Screen

This example is for a Wilderness Ranger position at Ashley National Forest.

**Volunteer Opportunity Details**

Opportunity Name: A-15: Wilderness Ranger, As  
Street Address 1: Duchesne Ranger District  
Street Address 2: PO Box I  
City: Duchesne  
State: UT  
Zip Code: 84021

**Description**

<B>Wilderness Ranger</b>: These positions are available in specific areas within the High Uintas Wilderness. Volunteers will assist a Wilderness Ranger in the operation and maintenance of the Wilderness. May hike or ride the area to provide the information needed by the using public. Collect data for Forest Service, do site cleanup and rehabilitation, and remove evidence of man's past activities. Internships are encouraged. Forest Service can provide housing, equipment,

**Agency**: Forest Service

**Activities**

<input type="checkbox"/> Archaeology	<input type="checkbox"/> Historical Preservation	<input type="checkbox"/> Timber/Fire Prevention	<b>OTHER</b>
<input type="checkbox"/> Botany	<input type="checkbox"/> Pest/Disease Control	<input type="checkbox"/> Trail/Campground Maintenance	<input type="checkbox"/> Science
<input type="checkbox"/> Campground Host	<input type="checkbox"/> Minerals/Geology	<input type="checkbox"/> Tour Guide/Interpretation	<input checked="" type="checkbox"/> Back Country/Wilderness
<input type="checkbox"/> Construction/Maintenance	<input type="checkbox"/> Natural Resources Planning	<input type="checkbox"/> Visitor Informaion	<input checked="" type="checkbox"/> General Assistance
<input type="checkbox"/> Computers	<input type="checkbox"/> Office/Clerical	<input type="checkbox"/> Fish/Wildlife	
<input type="checkbox"/> Conservation Education	<input type="checkbox"/> Range/Livestock		
<input type="checkbox"/> Research Library	<input type="checkbox"/> Soil/Watershed		

**Contact Information**

Contact Name: David Frew  
Contact Phone: 435-738-2482  
Contact Email: dfrew@fs.fed.us

**Available Dates:**

Start Date: 06/01/2002  
End Date: 09/30/2002 (mm/dd/yyyy)

Existing Image name:

**Opportunity Image:**

**Opportunity URL:**

Enable this opportunity  Disable this opportunity

Figure 6 Add New User Screen

**VOLUNTEER.GOV/GOV** - Microsoft Internet Explorer

File Edit View Favorites Tools Help

**VOLUNTEER.Gov/Gov**  
Building America's Communities of Service

**ADD A NEW USER**

First name:

Last name:

User Name (ID):

User Password:

User Access Level:  (1 = Administrator, 2 = Bureau Administrator, 3 = Admin User, 4 = Volunteer Coordinator)

User Email Address:

User Phone Number:

User Agency:  ▼

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Figure 7 Applicant Details

**VOLUNTEER.GOV/GOV - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

**VOLUNTEER.Gov/Gov**  
Building America's Communities of Service

**Geochemistry of Granitic Rocks Volunteer Application**  
Application Submitted: 16 January 2003 01:59:09 AM

**1 Personal Information:**  
 First Name: Keith  
 Middle Name: H  
 Last Name: Stewart  
 Age: 41  
 Street Address 1: 801 15th Street South  
 Street Address 2: #1606  
 City: Arlington  
 State: VA  
 Zip code: 22202  
 Phone: 703.231.3335  
 Email: webmaster@espherical.com

**2 Interests:**  
 Listed below are the area(s) of interest available for the **Geochemistry of Granitic Rocks** volunteer positions. Please check the area(s) that you wish to volunteer for.  
 Computers Minerals/Geology

**3 Skills/Experience:**  
 What qualifications/skills/experience/education do you have that you would like to use in your volunteer work?  
 Supervision, Land Surveying, Computer Programming, Map Reading, Drafting/Graphics, Driver's License, Photography, First Aid Certificate, Public Speaking, Hand Power Tools, Research/Librarian

**4 Qualifications Description:**  
 Based on the boxes checked in items 2 and 3 above, what particular type of volunteer work would you like to do? (Please describe any specific qualifications, skills, experience, or education that apply.)  
 I did my graduate work at the University of Pittsburgh in Isotopic Geochemistry. My focus area was on interpreting surface water processes in the Southern hemisphere of Mars (Hellis Basin). I was reviewing the geochemistry and geomorphology of hydrothermal ore deposits.

**5 Volunteer Experience:**  
 Have you volunteered before? Yes  
**My Experience:** I have volunteered for the American Red Cross as a Swimming instructor and have volunteered as a Food Bank Staff at the Whitman Walker clinic in Washington, DC.

**6 Supervision:** Would you like to supervise other volunteers? Yes

**7 Objectives:** What are some of your objectives for working as a volunteer? (optional)  
 I like the feeling of contributing something of value back to my community. And I like the involvement with scientists.

**8 Physical Limitations:** Please specify any physical limitations that may influence your volunteer work activities.  
 None

Figure 8 Daily Partner Statistics

# VOLUNTEER.GOV

-  Administration Page
-  Show Statistics Graph
-  Show Partners: BLM BOR NPS USACE NYVA FS FWS USGS

MARCH 2003						
S	M	T	W	T	F	S
						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	31					

Records for 03/25/2003: **41 Visits**

Partner	Visitor	HOST IP	Visitor Referring Page/Site	Visit Date	Visit Time
NPS	64.165.199.221		http://www.volunteer.gov/gov/recSearch.cfm?rZip=941	03/25/2003	13:45:36 PM
NPS	63.144.17.5		http://www.usafreedomcorps.gov	03/25/2003	13:45:14 PM
NPS	149.101.1.120		http://www.volunteer.gov/gov/uisearch.cfm?states=ky	03/25/2003	13:38:49 PM
NPS	149.101.1.120		http://www.volunteer.gov/gov/uisearch.cfm?states=mi	03/25/2003	13:37:29 PM
NPS	205.188.209.16		http://volunteer.gov/gov/uisearch.cfm?states=il	03/25/2003	13:37:26 PM
NPS	149.101.1.120		http://www.volunteer.gov/gov/uisearch.cfm?states=mi	03/25/2003	13:32:59 PM
NPS	63.144.17.5		http://www.volunteer.gov/gov/uidetail.cfm?ID=482	03/25/2003	13:30:18 PM
NPS	63.144.17.5		http://www.usafreedomcorps.gov	03/25/2003	13:29:26 PM
NPS	149.101.1.120		http://www.volunteer.gov/gov/uisearch.cfm?states=ma	03/25/2003	13:06:50 PM
NPS	149.101.1.120		http://www.volunteer.gov/gov/uisearch.cfm?states=ma	03/25/2003	13:06:37 PM
NPS	68.168.53.148		http://www.usafreedomcorps.gov	03/25/2003	12:59:11 PM
NPS	12.107.140.173		http://www.volunteer.gov/gov/uisearch.cfm?states=az	03/25/2003	12:57:51 PM
NPS	171.65.61.141		http://www.google.com/search?hl=en&lr=&ie=ISO-8859-1&q=point+reyes+zip+code	03/25/2003	12:39:08 PM
NPS	149.101.1.121		http://www.volunteer.gov/gov/uisearch.cfm?states=sd	03/25/2003	12:28:30 PM
NPS	199.165.141.149		http://www.volunteer.gov/gov/uisearch.cfm?states=sd	03/25/2003	12:27:52 PM

Figure 9 Partner Aggregate Statistics

# VOLUNTEER.GOV

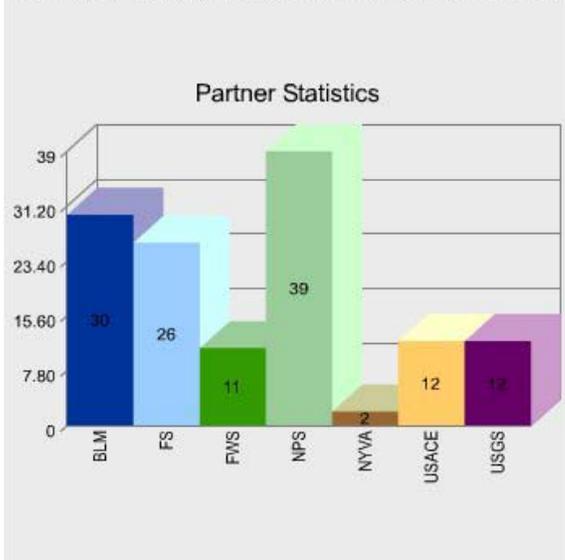
 Administration Page

 Detailed Statistics Page

Records for 03/25/2003: 132

## Individual Partner Statistics

Total Partner Page Views as of Date: 03/25/2003 Time: 01:40:51 PM **132**



## Aggregate Statistics

Aggregate Page Views:08/08/2002---03/25/2003

