

# COORDINATOR GUIDE HoCoVOLUNTEER.ORG

Welcome to the coordinator guide for the Howard County Department of Recreation & Parks HoCoVolunteer website. Visit [www.HoCoVolunteer.org](http://www.HoCoVolunteer.org) and access the benefits of using our volunteer database tool.



**Howard County**  
RECREATION & PARKS



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HoCoParks  
APP

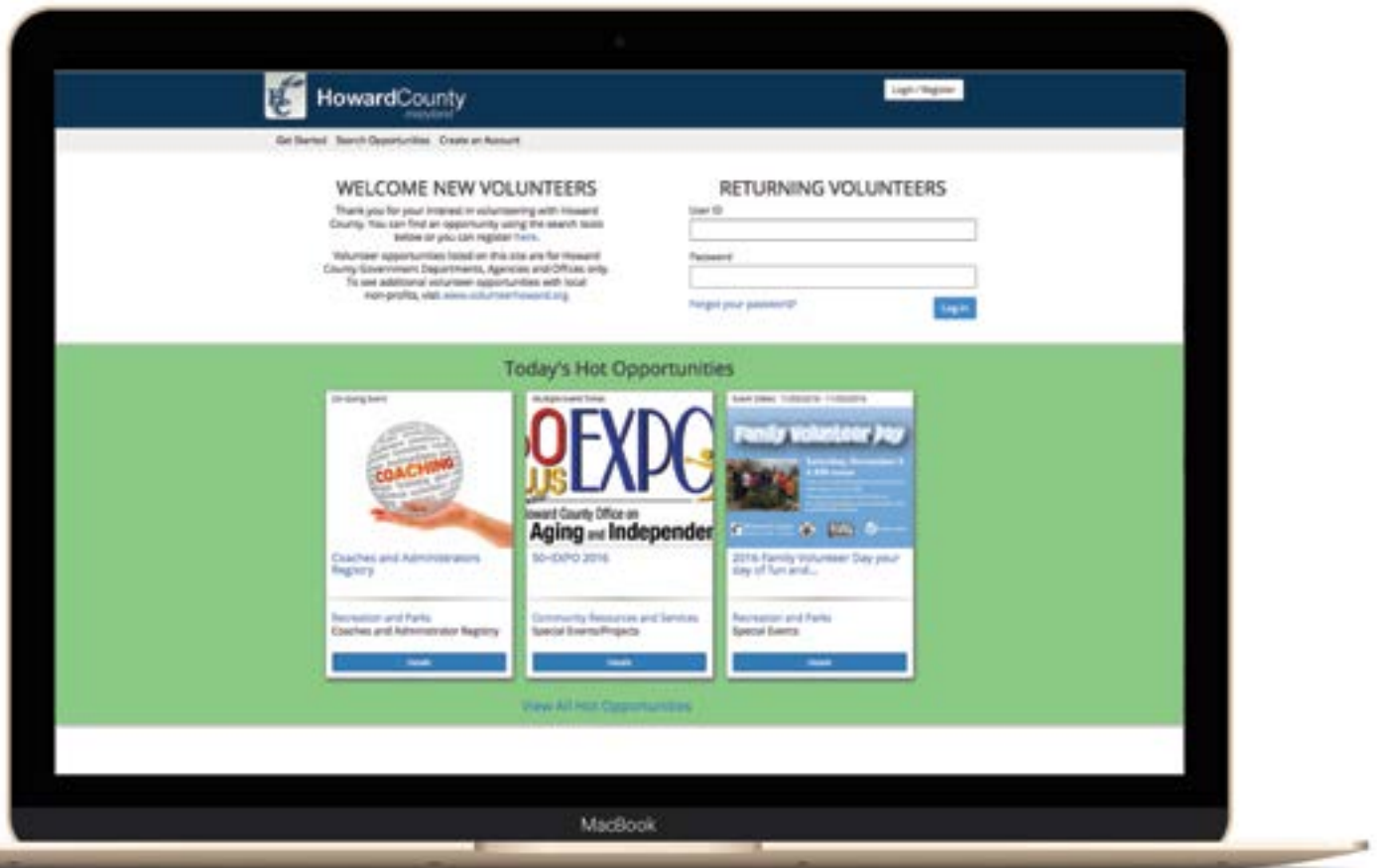


## The Volunteer Website Homepage

Staff can utilize the HoCoVolunteer page to...

- Increase visibility to your programs and events.
- Recruit new volunteers.
- Effectively recruit, retain, coordinate, track, and report the activities of volunteers.
- Provide rosters of volunteers who have signed up for your program or event.
- Produce detailed volunteer reports.
- Allow volunteers to log in their own hours.

Determine if your programs and events could use volunteers and submit your Request for Volunteers Form today! (Request for Volunteer Forms are available at: T:\shared\Volunteers\Volunteer Forms\Request for Volunteers Forms.) Requests can be submitted online. Email [mbyrne@howardcountymd.gov](mailto:mbyrne@howardcountymd.gov) for the form link.



## Example of Volunteer Opportunity Postings

The screenshot shows the Howard County Maryland website's volunteer opportunity search results. At the top, there is a navigation bar with the Howard County logo and a 'Login / Register' button. Below the navigation bar, there are links for 'Get Started', 'Search Opportunities', and 'Create an Account'. The main heading is 'Opportunity Search Results', followed by a 'Sort' dropdown and a 'Search Again' button. The first listing is for '2016 Family Volunteer Day Cedar Lane Park Daffodil Bulb Planting', categorized under 'Recreation and Parks - Special Events'. It features a 'Family Volunteer Day' banner with the date 'Saturday, November 3 8 AM - noon'. The description states: 'Looking for a fun way to spend quality time as a family, club or community group? Volunteer together at Cedar Lane Park! Daffodil bulb planting on the park grounds. Children under 16 must be accompanied by an adult. \*Pre-registration Required. Registration ends Oct 28.' Additional info includes: '8AM-noon. Remember to dress for the weather conditions and wear closed-toe shoes. Please bring water and work gloves. We will be accepting donations of non-perishable food items for the Howard County Food Bank.' There are 'Sign Up' and 'Share' buttons. The requirements section indicates 'Minimum age: 4'. Below this listing is another one for '2016 Family Volunteer Day Centennial Park Leaf Removal', also under 'Recreation and Parks - Special Events', with a similar banner and description: 'Looking for a fun way to spend quality time as a family, club or community group? Volunteer together at Centennial Park! Rake and clear leaves from parking lots and pavilions. Children under 16 must be accompanied by an adult. \*Pre-registration Required. Registration ends Oct 28.' It also has 'Sign Up' and 'Share' buttons and a requirements section.

## Example of Schedule and Positions Available

This screenshot is similar to the first one, but it highlights the 'Schedule' and 'Positions Available' sections for the '2016 Family Volunteer Day Cedar Lane Park Daffodil Bulb Planting' listing. The 'Schedule' tab is selected, showing 'Dates: 11/05/2016 - 11/05/2016' and '3 Positions available'. An orange line with a dot at the end is drawn across the date range. Another orange line with a dot at the end is drawn across the '3 Positions available' text. The 'Positions Available' section for the second listing is also visible, showing 'Dates: 11/05/2016 - 11/05/2016' and '13 Positions available'.



## Example of Event Address

The screenshot shows the Howard County website's 'Opportunity Search Results' page. The top navigation bar includes the Howard County logo and a 'Login / Register' button. Below the navigation, there are links for 'Get Started', 'Search Opportunities', and 'Create an Account'. The main heading is 'Opportunity Search Results', followed by a 'Sort' dropdown and a 'Search Again' button. The first event listed is '2016 Family Volunteer Day Cedar Lane Park Daffodil Bulb Planting', categorized under 'Recreation and Parks - Special Events'. The event details include a thumbnail image, a 'Sign Up' button, and a 'Share' button. The 'Address' tab is selected, showing the address: '3081 Cedar Lane, Columbia MD, 21044'. A blue line with orange dots at each end highlights the address text. Below the address, there is a 'View map' link and a 'Location Description' section that reads: 'Please meet 8:45AM in the parking lot in front of the building/playground area.' The second event listed is '2016 Family Volunteer Day Centennial Park Leaf Removal', also under 'Recreation and Parks - Special Events'. It has a similar layout with a 'Contact Info' tab selected, showing the address: '10000 Rt 108, Columbia MD, 21042'.

## Example of Event Contact Information

This screenshot shows the same event as the previous image, but with the 'Contact Info' tab selected. The contact information for Linda E D'Paffio is displayed: 'Linda E D'Paffio', 'ldpaffio@stowencountymd.gov', and '(410) 313-4704'. A blue line with orange dots at each end highlights the contact information. A note is placed to the right of the contact information: 'NOTE: The contact person will receive an automated email each time a person signs up for the event. Please email Shawnte Berry, Melissa Byrne, and Kathy Kemp to approve placement and/or to request contact information for the volunteer.' The second event, '2016 Family Volunteer Day Centennial Park Leaf Removal', also has the 'Contact Info' tab selected, showing the same contact information for Linda E D'Paffio.





## Example of Multiple Days of Volunteer Scheduling for One Event

The screenshot shows the Howard County Maryland website interface. At the top, there is a navigation bar with the logo and "Login / Register" link. Below it, a secondary navigation bar contains "Get Started", "Search Opportunities", and "Create an Account". The main content area is titled "2016 Haunted Experience Volunteers" under the category "Recreation and Parks". A large image of pumpkins with the text "VOLUNTEERS NEEDED!" is on the left. To the right, there are four event slots for different dates: October 21, 2016; October 22, 2016; October 28, 2016; and October 29, 2016. Each slot includes a description, time, and a sign-up button. A note on the right side of the page states: "NOTE: Some opportunities may need volunteers for more than one day. The volunteer website can offer volunteers the ability to sign up for more than one slot." The "Sign Up" button for the October 21st slot is highlighted with a blue box.

## Example of Opportunities the Volunteer Has Signed Up For

This screenshot shows the same "2016 Haunted Experience Volunteers" page, but with a "Share" button highlighted by a blue box. A note on the left side of the page states: "NOTE: The volunteer opportunity posting can be shared with others using various social media tools. Coordinators can use the link to email the posting out to their contacts." The "Sign Up" button for the October 21st slot is also highlighted with a blue box. The "Share" button is located below the "VOLUNTEERS NEEDED!" image and above the "Sign Up" button for the first slot.



# Example of Volunteer Placement Report

## Placement Report

Howard County

18 August 2015

Page: 1

Volunteer Name	Home Phone	Work Phone	Cell Phone	Email	Placement Date
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### Historic Ellicott City Clean Up (5 Placements)

#### Recreation and Parks

Britt, Korliss	(410) 788-5853		(410) 446-5601	Kabritt13@gmail.com	Aug 13, 2015
James, Ryan	3018540017		(443) 255-6434	reJames@mcdonogh.org	Aug 13, 2015
Kelly, Rachel	(301) 262-7187		(301) 852-3710	rmaryse174@verizon.net	Aug 18, 2015
Prinn, Lauren	(410) 531-1584		(240) 374-9278	laurenprinn98@gmail.com	Aug 13, 2015
raines, timothy	(410) 379-2626		(443) 858-3879	timmy68@verizon.net	Aug 13, 2015

**Total Opportunities: 1**

**Total Volunteers: 5**

**NOTE:** Placement reports can be generated upon request to provide detailed information regarding the volunteers that have signed up for each opportunity. Please contact Shawnte Berry, Melissa Byrne, or Kathy Kemp for a copy of the placement report.

# Example of Volunteer Log Book Report

## eCoordinator Log Book System

Volunteer Name	Opportunity Title	Hours	Date Entered	Number of Entries
Reagan, Lisa	2015 Family Volunteer Day	3	11/05/2015 9:31 AM	1
Heath, Chris	2015 Family Volunteer Day	3	11/02/2015 9:01 PM	1
Kuang, Calvin	2015 Family Volunteer Day	3	04/24/2016 9:06 PM	1
Hill, Shari	2015 Family Volunteer Day	2	11/04/2015 10:12 AM	1
Hill, Sallie	2015 Family Volunteer Day	2.5	11/04/2015 10:37 AM	1
Singh, Sneha	2015 Family Volunteer Day	3	01/11/2016 9:35 AM	1
Bentley, Victoria	2015 Teen Opportunities E	3	11/07/2015 6:32 AM	1
Hartstone, Maurice	2015 A Token of Appreciati	4	07/28/2016 9:37 PM	1
Hartstone, Maurice	2015 A Token of Appreciati	4	07/28/2016 9:38 PM	1
Hart, Naved	2015 A Token of Appreciati	4	06/10/2016 11:14 PM	1
Walter, Luke	2015 Haunted Experience I	2	10/05/2016 9:07 AM	1
Hiller, Kim	A Token of Appreciation 20	3	07/24/2016 6:00 PM	1
Adams, Dave	A Token of Appreciation 20	12	04/05/2016 7:53 AM	1
Douglas, Ronald	Blue Bird 2015	0.38	04/08/2016 12:40 PM	1
Douglas, Ronald	Blue Bird 2015	1	05/27/2016 12:45 PM	1
Douglas, Ronald	Blue Bird 2015	0.7	05/30/2016 10:36 AM	1
Douglas, Ronald	Blue Bird 2015	0.6	07/06/2016 10:20 AM	1
Douglas, Ronald	Blue Bird 2015	0.6	07/26/2016 12:08 PM	1
Douglas, Ronald	Blue Bird 2015	0.6	08/06/2016 9:47 AM	1
Kendall, Sally	Blue Bird 2015	52	08/14/2016 6:12 PM	1
Jacobs, Deborah	Christmas in the Park 2015	3	12/01/2015 1:00 PM	1
Harker, Bryant	Coaching and AGCs HC LA	100	10/01/2016 12:10 PM	1
Johnson, Emma	Coaching and AGCs HC LA	1	04/23/2016 3:31 PM	1
Johnson, Emma	Coaching and AGCs HC LA	1	04/26/2016 7:03 PM	1
Alvord-Hudson, Aie	Coaching and AGCs HC LA	3	04/28/2016 6:12 PM	1
Jolly, Meloy	Coaching and AGCs HC LA	15	08/06/2016 1:05 PM	1
Jolly, Anne	Coaching and AGCs HC LA	18	08/08/2016 9:38 PM	1
Beahm, Courtney	Coaching and AGCs HC LA	14	08/17/2016 12:18 PM	1
O'Connor, Elizabeth	Coaching and AGCs HC LA	20	10/10/2016 10:36 AM	1
Adkins, Winfield	Coaching Boys Cobra Lacr	15	08/02/2016 9:34 PM	1
Heflik, Eric	Coaching Columbia Baseball	28	03/14/2016 3:00 PM	1

**NOTE:** One great benefit of the volunteer website is the ability to generate detailed reports such as the total volunteer hours served, the number of opportunities offered, total of number volunteers, etc.

# VOLUNTEER REGISTRATION ONLINE

## Example of Volunteer Agreement Waiver

The screenshot shows the 'Volunteer Agreement' page. At the top left is the Howard County Maryland logo. To the right is a 'Login / Register' button. Below the logo are navigation links: 'Get Started', 'Search Opportunities', and 'Create an Account'. The main heading is 'Volunteer Agreement'. Below it is a link 'View Volunteer Agreement'. A red asterisk indicates a required field: 'By checking this box, I acknowledge and agree that the information I will provide is correct and I fully understand and agree to the terms and conditions of volunteering with Howard County Government. I hereby release and hold harmless Howard County, Maryland, its officials, agents and employees from all liability or obligation arising from, or in connection with, activities related to the volunteer experience.' Below this text are two radio button options: 'I agree' (which is selected) and 'I do not agree and wish to discontinue my Volunteer Application'. At the bottom of the page, there is contact information for Howard County, Maryland, and social media icons for Facebook, Twitter, and YouTube. The footer includes the year 2014 and copyright information, as well as links for 'Privacy Policy' and 'Terms of Use'. A logo for 'Powered by SenecaSoft Volunteer Management Software' is also present.

## Example of Volunteer Application Form

The screenshot shows the 'User Information' section of the volunteer application form. It features the same Howard County Maryland logo and 'Login / Register' button at the top. Navigation links 'Get Started', 'Search Opportunities', and 'Create an Account' are also present. The heading 'Volunteer Agreement' is visible, along with the 'View Volunteer Agreement' link and the same disclaimer text as in the previous screenshot. The 'User Information' section includes several input fields: 'First Name', 'Middle Name or Initial', and 'Last Name' (each with a red asterisk indicating it is required); 'Gender' (a dropdown menu with 'None' selected); 'Date of Birth' (a date picker); 'User ID' (a text field); and 'Password' (a text field). A note in a grey box states: 'User ID and password are required to re-access the system. Your username can include most characters, and can even be an email, but it cannot include spaces.' A blue double-headed arrow is located at the bottom left of the page.

## Example of Volunteer Profile

The screenshot shows a user's volunteer profile on the Howard County Maryland website. The header includes the logo and navigation links: Get Started, Dashboard, Search Opportunities, and Log Out. The profile section on the left features a placeholder for a profile picture, an 'Edit My Profile' link, and status information: 'Status: Active Volunteer since: 10/04/2016'. Below this, it shows 'Total Hours Served' with a breakdown: Month: 0, Year: 0, and Lifetime: 0. A 'Report Service Hours' link is also present. The main content area contains four interactive cards: 'Report & View Hours' (Report service hours and view history), 'View Schedule' (See the shifts where I have signed up), 'My Opportunities' (View opportunities I have applied for), and 'Search Opportunities' (Find ways to serve). The footer provides contact information for Howard County, Maryland, and social media links.

## Example of Opportunities the Volunteer Has Signed Up For

The screenshot displays the 'Opportunity Requests/Referrals' section of the volunteer's profile. It features three main categories of opportunities, each with a logo and a 'Details' button: 'Placements' with the 'frogwatch' logo, 'Scout Projects' with the 'SCOUTS' logo, and 'Referrals' with a 'Family Volunteer Day' poster. The 'Referrals' section lists a specific event: '2016 Family Volunteer Day Patapsco Female Institute Historic Park Grounds Cleanup'. The top navigation bar includes 'View My Schedule' and 'Opportunity Requests/Referrals'.



# VOLUNTEER QUESTIONS & INFORMATION

**Please contact us with questions or for additional information.**

Shawnté Berry, Volunteer Manager  
[sberry@howardcountymd.gov](mailto:sberry@howardcountymd.gov) or 410-313-4624

Kathy Kemp, Administrative Assistant  
[kkemp@howardcountymd.gov](mailto:kkemp@howardcountymd.gov) or 410-313-4620

Melissa Byrne, Volunteer Supervisor  
[mbyrne@howardcountymd.gov](mailto:mbyrne@howardcountymd.gov) or 410-313-4704



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