


# Selecting a Volunteer Position



## Notes:

1. Review the displayed volunteer positions for the selected community and region.
2. Change the filters for the volunteer opportunities and click **Search** if desired.
3. Click on a **Position title** link in the list to read the position details.

Volunteer Opportunities
Volunteer Coordinators


**Volunteer Opportunities**
[← Back to Map](#)

The Volunteer Opportunity displays available volunteer positions for a selected community. Volunteer positions may be viewed, printed, or applied for by the logged in registered user.

Community  
Type in your community search or click arrow to view all

Organization Group

Organization

Select State/Region

Postal Code (I.e. 99999 or A1B 2C3)

Position	Organization	Community	City	State/Region
<a href="#">B Btry FRG Leader</a>	FRG: 82nd Abn Division - 3rd BCT - 1-319th FA	Fort Bragg	Fort Bragg	North Carolina, United States
<a href="#">B Company FRG Leader (Co-Leaders)</a>	FRG: 82nd Abn Division - 1st BCT - 307 BSB	Fort Bragg	Pt. Bragg	North Carolina, United States
<a href="#">Bravo Battery Alternate Treasurer</a>	FRG: 82nd Abn Division - 1st BCT - 3/319 AFAR	Fort Bragg	Pt. Bragg	North Carolina, United States



# Applying for a Volunteer Position



## Notes:

1. Review the position details.
2. Click **Cancel** to return to the prior list of positions.
3. Click **Apply** to continue to the next step in applying for the position.

<a href="#">Cancel</a> <b>WWC General Volunteer</b> <a href="#">Apply</a>	
Posted	1/26/2012
Community	Fort Bragg
Organization	82nd Wounded Warrior Committee
Position Type	Permanent Job
Purpose	Unspecified
Position Summary	Our primary goal is to provide aid and comfort to the Wounded Paratroopers of the 82nd ABN DIV.
Duties	<ul style="list-style-type: none"> <li>-Attends monthly meetings</li> <li>-Travels to other locations to visit with wounded soldier</li> <li>-Volunteers for events involving wounded soldiers</li> <li>-Volunteers to promote the WWC in the Ft. Bragg communities</li> <li>-Assembles bags and comfort items for wounded soldiers</li> </ul>
Credentials or License Required	Unspecified
Qualifications	Unspecified
Training	Unspecified
Orientation	Unspecified
Time Required	Monthly meeting to attend. All other time required varies and is at the volunteers discretion.
Evaluation	Unspecified
Benefits	Unspecified
Address	Ft. Bragg, North Carolina 28307
Contact Person	Latonia Parks (910) 624-8077 latonia@topbragghomes.com
AVC Coordinator	Catherine Doe (910) 396-8160 catherine.m.mansfield.civ@mail.mil Alice Doe (910) 396-2458 (236) 396-2458 alice.d.stephens.civ@mail.mil

# Completing the Volunteer Application



## Notes:

1. To apply for a volunteer position, you must be logged in to Army OneSource.
2. Complete the application. Required fields are noted with an asterisk (\*).
3. Click **Submit** to send the application.

## Volunteer Tools

**Volunteer Opportunities**

Volunteer Coordinators

Application History



### Volunteer Opportunities

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The Volunteer Opportunity displays available volunteer positions for a selected community. Volunteer positions may be viewed, printed, or applied for by the logged in registered user.

#### Volunteer Application

[Privacy Act Advisory Statement](#)

When you submit this page, the information below is emailed to the Army Volunteer Corps Coordinator (AVCC) and Organization Point of Contact (OPOC) responsible for the position you've selected. He or she will contact you with additional questions or instructions on what to do next.

Fill in missing contact information or update the current information. You may use the Note field for supplemental information on your goals, qualifications, related experience, availability, preferences, limitations, etc. A confirmation message with contact information will be emailed to you at the address you provide here.

The "Applications" menu option displays a list of the Volunteer Applications you've submitted. There you can view their status, update and resubmit them, or delete them once you're accepted for a position.

#### Position

Position: WWC General Volunteer  
Organization: 82nd Wounded Warrior Committee  
Community: Fort Bragg  
Background Check Required: No

#### User Profile

Name: Susan Kraken  
Community: Fort Bragg  
Address: Charlotte, North Carolina

# What is Next?



## Notes:


### VMIS Emails

1. An email is sent to the volunteer confirming receipt of the volunteer application.
2. An email is sent to the Volunteer Coordinator that an application has been received.

### Viewing Volunteer Tools

1. Login to Army OneSource.
2. Click **Volunteer Tools** button.
3. The Volunteer Tools are displayed.
4. The user may track their pending application through the Application History tool

Volunteer Opportunities
Volunteer Coordinators
Application History



## Volunteer Opportunities

The Volunteer Opportunity displays available volunteer positions for a selected community. Volunteer positions may be viewed, printed, or applied for by the logged in registered user.

### Volunteer Applications

Submitted	Organization	Position	Status	Manager	Action
2/13/2013	82nd Wounded Warrior Committee	<a href="#">WWC General Volunteer</a>	Submitted		<a href="#">Edit</a>

# Completing the Volunteer Profile



## Notes:

1. Login to Army OneSource.
2. Click the **Volunteer Tools** button.
3. If the user has been accepted into the first volunteer position, the Volunteer Profile is displayed.
4. Complete the Volunteer Profile if prompted.



## Volunteer Profile

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View and update your Army Volunteer Corp Volunteer Profile. Required fields must be completed to apply for volunteer positions.



U.S. ARMY Volunteer Corps

### Volunteer Profile

[Privacy Act Advisory Statement](#)

### User Profile Information

\* = Required

Label underlining = Popup help

Name Susan Kraken

Military Community Fort Bragg

Address Charlotte, North Carolina

### Contact Information

\* Home Phone

Cell Phone

Work Phone

Fax Phone

# Volunteer Application is Declined or Submitted



## Notes:

1. Login to Army OneSource.
2. Click **Volunteer Tools** button.
3. If the Volunteer Map is displayed, click the **Already a Volunteer** button. The Volunteer Tools are displayed.
4. Select the **Application History** tab. The status will be Declined.
5. Click the **Edit** link to review the application.

Volunteer Opportunities

Volunteer Coordinators

Application History

Application History

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Provides a record of all positions that you have applied for, and their current status; submitted, approved or denied.

Volunteer Applications						
Submitted	Organization	Position	Status	Manager	Action	
4/6/2012	Thrift Shop	Cashier	Declined	opoc opoc	Edit	



# Volunteer Application is Approved



## Notes:

1. Login to Army OneSource.
2. Click the **Volunteer Tools** button.
3. Select the **Application History** tab to view the status of your current and past applications.
4. Once a user's application is approved the full tool set is available. Until that occurs only the Volunteer Opportunities, Volunteer Coordinators, and Application History tabs are available. See next page.
5. An accepted application may be viewed, but not edited.

Volunteer Opportunities

Volunteer Coordinators

Volunteer Activity

Service Record (VSR)

Annual Summary

Profile

Hours History

Application History

Application History

← Back to Map

View or delete your accepted volunteer applications. View or edit any of your submitted and denied volunteer applications.

Volunteer Applications

Submitted	Organization	Position	Status	Manager	Action
2/13/2013	82nd Wounded Warrior Committee	<a href="#">WWC General Volunteer</a>	Accepted	Catherine Doe	<a href="#">View</a>

# Volunteer Tools



## Notes:

### Tab

Volunteer Opportunities  
Volunteer Coordinators  
Volunteer Activity  
Service Record (VSR)  
Annual Summary  
Profile  
Hours History  
Application History

### Function

Search for volunteer positions at any Community or Region  
Search for Volunteer Coordinators at any Community or Region  
Submit your volunteer hours and manage your service history  
View or print your Volunteer Service Record - Form 4162  
View, download, or print your Annual Summary - Form 4173  
Update your volunteer profile  
View submitted and certified volunteer hours  
View, edit, or delete volunteer applications

## Volunteer Tools

**Volunteer Opportunities**

Volunteer Coordinators

Volunteer Activity

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## Volunteer Opportunities

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Community

Type in your community search or click arrow to view all

--Test Community

Organization Group

All

Organization

All

Select State/Region