

In our volunteer portal, Volunteer Matters, the "Project Catalog" is where you can see each currently available volunteer opportunity listed. These volunteer opportunities include signups for one-time public volunteer events, longer-term volunteer roles such as wildlife and water quality monitoring positions, and more.

To sign up for a volunteer event or position, all volunteers must first make an account on our volunteer database, Volunteer Matters. Once an account is made, volunteers will be able to sign up for opportunities found in the project catalog. To learn how to make an account, please refer to our help guide document "Creating an Account."

If you have difficulty or questions about navigating Volunteer Matters, please never hesitate to reach out to our volunteer coordinators who will happily assist you. For assistance, please email: conservationvolunteers@polkcountyiowa.gov



# To view available volunteer opportunities go to the Project Catalog

In your internet browser type: <u>https://polkcountyiowa.volunteermatters.org/project-catalog</u>

Alternatively, most volunteer events are posted on the Polk County Conservation website on our events calendar. Signup links on the website will direct you to the Project Catalog. View our website here: <u>https://www.polkcountyiowa.gov/conservation/events/</u>

#### Volunteer Project Catalog

i≡ Catalog View	T 🛛 🖸 📩	
	2024 Bat Monitoring (April 1st - September 30th)	
Project Keyword Search Search for projects with any of these keywords Opportunities On or After	Polic County Conservation The Polic County Conservation Bat Monitoring Program is designed to learn which the Houses around the county are being utilized and by what type of colony, Monitorin done by performing bat houses shorthy after sunset. Bat house emergence counts which entails counting how many exit and reenter bat houses shorthy after sunset. Bat house emergence counts are in lasting between 25 minutes to 1 hour. Regular intervals of monitoring provides valuable insight regarding distribution, roost preferences, and population estimate	bat ng is ny bats vary es bats
YYYY-MM-DD I Opportunities Before	WILDLIFE WOINTORING: Volunteer Bat Monitor Requirements: - Perform at least 3-6 emergent counts throughout the monitoring season at your selected park	e
2025-05-13	BATS     Submit emergent count data online at tinyuri.com/pccbats within 3 days of moni     Submit bat monitoring volunteer hours at the end of each month	itoring
Activity Type	"Volunteer bat monitors are asked to monitor at least 3-6 times per park and not bat house location.	per
Select all that apply	Wildlife Monitoring   Independent Volunteer Opportunity   Wildlife Citizen Science	
Location	How you can help:	
Select all that anoly	⊞Hold a Position (7)	

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## **Searching for Volunteer Opportunities**

#### Using the Search Box Feature

Using the search box feature, you can search for volunteer opportunities based on date ranges, the type of activity, location, month, time, and program.

This feature is found in 2 places:

1. On Project Catalog main page :

#### https://polkcountyiowa.volunteermatters.org/project-catalog

2.On your home screen "Volunteer Dashboard" after you have logged into your personal Volunteer Matters account. <u>https://polkcountyiowa.volunteermatters.org/login</u>

On your home screen volunteer dashboard, the search box will look like the image below. You can search for volunteer opportunities from the search box on your home screen or by navigating to the project catalog. The tab for the project catalog is located on the left side bar.

G	Polk County Conservation			
ienu ◎ My Profile ◎ Project Catalog € Logout	Volunteer Dashboard		<u>i</u>	
	Announcements			reset
		Search for Volunteer Opportunities		
		ւՈւ	Keyword Search	_
		ſſſĿ, (♥) ſſſĿ	Sites	
			Select all that apply	
			YYYY-MM-DD	Ħ
			Opportunities Before	-
			Activity Type	
			Select all that apply	
			Location	
			Select all that apply	
			Month/Time	
			Programs	
			Select all that apply	

## **Searching for Volunteer Opportunities**

Once you have navigated to the project catalog page, you have a number of ways you can search for volunteer opportunities.

#### **Using the Search Box Feature**

Using the search box feature, you to search for volunteer opportunities based on date ranges, the type of activity, location, month, time, and program.

Select the criteria box you want to search by and a list of options will appear. Select the option(s) you are interested in and then click the "search" button. A list of opportunities that meet your search criteria will then appear.

**Example:** If you want to find opportunities at a particular park or trail, click inside the location box and a list of parks and trails will appear. Select your location(s) of choice and click "search." If a park or trail is not listed as an option that means no opportunities are currently listed for that location.

Search	
Projec	t Keyword Search
Activit	у Туре
Selec	t all that apply
Locati	on
Selec	ct all that apply
Month	/Time
Selec	all that apply
Progra	ims
Selec	all that apply
Need	Гуре
Selec	ct all that apply

#### **Examples of Search Options**

Project Keyword Search

• Search using your own search term such as trails, garden, Jester Park, etc.

#### Activity Type

- Gardening with Native Plants
- Wildlife Citizen Science
- Nature Center Volunteer

#### Location

- Specific park and trail names
- Jester Park Equestrian Center
- Jester Park Nature Center
- Virtual Opportunity

#### Month/Time

- Specific months
- Weekday or weekend
- Seasonal or year-round

#### Programs

- Water quality & wildlife monitoring
- Public volunteer events
- Independent volunteer opportunity
- Horses Helping Heroes



## Searching for Volunteer Opportunities

Once you have navigated to the project catalog page, you have a number of ways you can search for volunteer opportunities.

#### List vs. Calendar View

You have two options of how to view listed opportunities on your screen

- View opportunities as a catalog list
- View opportunities in a calendar view

To change your view look for the "Catalog View" and "Calendar View" buttons above the search box feature on your screen.

	i≡ Catalog View	🖽 Calendar View			
Search					
Project Keyword Search					
Search	Search for projects with any of these keywords				

To change from catalog view to calendar view, click the button of the view you prefer.

When in calendar view, you can select to view by the month, week, or specific day. Opportunities that are **blue** have openings, opportunities in **gray** do not have openings.

To view details and to sign up for opportunities while in calendar view, click the listing on the calendar that interest you and you will be directed to that opportunity's project page.

< >	today		May	19 - 25, 202	4		month week day
	Sun 5/19	Mon 5/20	Tue 5/21	Wed 5/22	Thu 5/23	Fri 5/24	Sat 5/25
all-day			Spring Snapshot Tuesday, Spring Snapshot Tuesday, Spring Snapshot Tuesday, Spring Snapshot Tuesday, Spring Snapshot Tuesday, +22 more				
7am							
8am							
9am 10am		9:00 - 1:00 Jester Park Nature Center Volunteer: JPNC 1	9:00 - 1:00 Jester Park Nature Center Volunteer: JPNC 1	9:00 - 1:00 Jester Park Nature Center Volunteer: JPNC 1	9:00 - 1:00 9:00 - 12:00 Jester Park M Garden Center Volun Planting - Broadway	9:00 - 1:00 9:00 - 12:00 Jester Park N Event - Center Volun Spring Ephemeral	10:00 - 1:00
11am					Bio- retention	Hike N' Harvest: Thomas	Jester Park Nature Center Volunteer: JPNC 1
12pm 1	2:00 - 4:00 ester Park Nature						
1pm	Center Volunteer: JPNC 1	1:00 - 4:00 Jester Park Nature	1:00 - 4:00 Jester Park Nature	1:00 - 4:00 Jester Park Nature	1:00 - 4:00 Jester Park Nature	1:00 - 4:00 Jester Park Nature	1:00 - 4:00 Jester Park Nature
2pm		Center Volunteer: JPNC 2	Center Volunteer: JPNC 2	Center Volunteer: JPNC 2	Center Volunteer: JPNC 2	Center Volunteer: JPNC 2	Center Volunteer: JPNC 2
3pm							

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