



Recruitment



WATSON Allison * OPRD
Statewide Volunteer Programs Coordinator

Recruitment: Documents & Guides



Recruitment Guides for GC



Park Host Assignment ListServ
Instructions.pdf



Flyer Template - Single Event



Park Host Fillable Flyer



Park Host Recruitment Flyer

Non-discrimination

OPRD does not discriminate against volunteers during recruitment for assignments based on race, color, national origin, sex, religion, age, disability, marital status, sexual orientation, gender or any other protected class as defined by state and federal law. Individuals have equal opportunity to apply for any OPRD volunteer assignment, and may not be removed from consideration on the basis of their protected class(es).

Note on Park Hosts:

Non-discrimination means that unless it is an essential part of the volunteer service, management units cannot exclude single park hosts from being considered for an assignment based on their team status alone.

For certain assignments it may be necessary to have a volunteer team instead of a single host. Example: if the host will be serving at a remote location where only one site is available, or if two individuals are needed to meet the safety requirements of performing a task. However, for all assignments where it is not absolutely necessary, the status of a potential volunteer as part of a team or as a solo individual may not be considered in determining fit for the assignment.



Recruitment Postings

Recruitment should be specialized for different volunteer assignments. Additional tools and resources will work for different locations across

the state and different volunteer roles.

Creating General Recruitments for Park Hosts in Get Connected:

Volunteers who have a profile in Get Connected, and interested volunteers without a profile can search through recruitment postings shared by management units in Get Connected.

To Create a Recruitment Posting in Get Connected:

- [Creating a Recruitment for a Park Host Opportunity.pdf](#) (PDF guide)
- [Building a Recruitment Post for Park Hosts.mp4](#) (video walkthrough)

Park Host Urgent Need Recruitment:

Staff can use a listserv email address to announce immediate needs for an upcoming park host assignment they need to fill within the next 60 days. [Instructions on how to post opportunities to the ListServ.](#)

Searching for Potential Volunteers in Get Connected:

There are a few different search options and tools available in Get Connected to help you find potential volunteers:

- General User Search:
 - [How To Guide - Search for & Contact Park Hosts by Interest or Skill.pdf](#) (PDF guide)
 - [Searching for a Volunteer.mp4](#) (video walkthrough)
- Find Volunteers who have an assignment ending at another OPRD location within 75 miles of your MU office:
 - [Report Guide - Assignments Ending Near Me.pdf](#) (PDF guide)
- Sending an Email Blast to Volunteers Narrowed Down by skill, interest, etc.:
 - [How to Send Email Blasts and Communicate with Volunteers.mp4](#) (video walkthrough)

Additional Recruitment Resources:

- <https://www.volunteermatch.org/>
- United Way - Regional Community Affiliate.
- Nearby colleges, contact their service learning or career centers.
- Press release, contact the OPRD Communications Division for support.
- Nearby corporate groups, large corporations and local banks usually have social giving programs where their staff are encouraged to engage in community service.

If you're having difficulty recruiting for a specific volunteer assignment, reach out to your regional program coordinator, who can help identify any barriers that may be in place and support you in a specialized recruitment process.