Hello, and thanks for volunteering with Montgomery Parks! To manage the thousands of volunteers in parks, we use an online volunteer management software program you can access at anytime. We have prepared this training module to help you:

- Apply for volunteer opportunities
- View and Log Your Hours Online
- View & Edit Your Volunteer Profile

The first screen gives you step by step instructions followed by a series of screenshots that walk you through each step.

If you have any questions or problems, please talk to your Volunteer Manager or call the Volunteer Services Office at 301-495-2504.
Applying for Volunteer Jobs

- Go to the Montgomery Parks Volunteer web site: www.ParksVolunteers.org
- Click on All Volunteer Opportunities on the left menu
- Use Search by Interest or Featured Program to narrow down the choices
- Ex: If you click Nature & Environment, a listing of all volunteer opportunities in that category will show up on the next page
- To learn more about an opportunity on that list, click on Job Details
- Click on Apply* to sign up and you will be directed to the Log In page
- Click on New Volunteer Signup to fill out an application (or sign in with your USER ID and PASSWORD if already registered and hit Log In - contact the VSO if you forgot them)
- A Thank You for applying message should appear telling you that you successfully applied to that opportunity
- You will be contacted by the VSO or the Volunteer Program within a day or so with more information and/or to discuss the opportunity further.

*Or click on the schedule slot for jobs that have specific dated slots
Welcome to the Montgomery Parks Volunteer Services Office; help us keep the public in public lands!

At the Volunteer Services Office, we seek to advance the mission of Montgomery Parks by supporting Park staff in their efforts to facilitate volunteer partnerships that enhance our park system. We serve as the primary hub for managing our very large and complex volunteer contingent.

In recent years our volunteers have donated more than 88,000 hours of volunteer service annually. We are very fortunate to have such generous community support!

We have opportunities for individuals, families, students, business, scouts, and virtually anyone else who is looking for a fun way to give back to our community. Whether you tackle a half-day cleanup project, or take on a long-term volunteer position, you'll find that volunteering at Montgomery Parks is a memorable, enriching experience.

Click here to see all of the volunteer opportunities
Search by Interest

Nature & Environment
Special Events & Projects
Gardening & Groundswork
Trails
History & Archaeology
Public Safety
Sports & Recreation

Office / Behind the Scenes
SSL/Students
Children and Families
Non-paid Interns
Scouts/Youth Service Projects
Opportunities for Groups

Search Featured Programs

Agricultural History Farm Park
Archaeology
Brookside Gardens Facilities
Cabin John Ice Rink
Josiah Henson Special Park
Little Bennett Campground
McCrillis Gardens

Nature Centers
Oakley Cabin
Park Police
Stream & Park Cleanups
Underground Railroad Experience Trail
Wheaton Ice Arena
Weed Warriors

Click on the category you are interested in
Click on the title of the opportunity that interests you, then click on Job Details to learn more, and then Apply to sign up.
Sign up by filling out an application (or enter USER ID and PASSWORD if already registered and click on Log In).

You will get a “thank you for applying” message, and the VSO or someone from the program will be in touch shortly.
Logging Your Hours Online
(See screen shots on next page)

- Go to the Montgomery Parks Volunteer web site: www.ParksVolunteers.org
- Click on Volunteer Login on the top right of the page.
- Login using your User ID and Password.
- Click on Report my service.
- Report my Service appears, along with Select a survey.
- Click on the drop down arrow next to Select a Survey.
- You should see a list of your jobs. Choose the job you wish to report hours for.
- Select Individual Log Book Entry (if there is also a choice for Group Log Book)
- Enter Start and End Dates; there is no need to fill in the time.
- Fill in how many hours you served, rounding up to the nearest half-hour - for example, 34.5 (not 34.25 or 34.75). Please do not add text to this field.
- If you want to track information for your taxes, add the number of miles you traveled for this job in the space provided.
- Fill in What project did you work on? if you have been directed to do so by your supervisor or you want to keep this information for your own records.
- Click OK.
- Please complete a separate report for each distinct volunteer job.
Click on Log In Now
Enter your User ID and Password (If you can't remember, give us a call)
Then click the Log In button
You are now at the Volunteer Dashboard and can access several features. Select **Report My Service**.
Select a job survey by clicking on it.
Enter the date(s) of service
(Do not worry about entering the time)
Enter the number of hours volunteered in the job.
If you want, you can track your mileage for tax purposes.
Some volunteer managers want you to add information about what you worked on, or you can add it for your own records.
Report Service

Please select from the following survey(s):
Bluebird Monitor (BHVC): Individual Log Book Entry

How many hours did you serve?
How many miles did you drive?
What project did you work on?

OK  Cancel

Click OK when you're done
Your information will now be added to your Log Book.
Click “Make another entry” to add more hours to that job...or if you want to add hours to another job, choose it from the drop down menu.
View Your Log Book

- If you want to see your logbook (and you’ve logged out) go to the Montgomery Parks Volunteer web site to log back in: www.ParksVolunteers.org
- Click on Volunteer Login.
- Login using your User ID and Password.
- Click View My Log Book on the Dashboard or from the menu on the right side.
You can view your hours by selecting View My Log Book on the Dashboard or from the Menu on the right.
Make sure the dates are set for the period you want to view!

You can also edit or delete your hour records.
Updating Your Volunteer Profile

- Go to the Montgomery Parks Volunteer web site: [www.ParksVolunteers.org](http://www.ParksVolunteers.org)
- Click on "Volunteer Login".
- Login using your User ID and Password.
- On the bottom of Dashboard click “Edit My Profile“ and then make sure to update your:
  - Phone
  - E-mail
  - Street Address
- Click **Submit** button at bottom of the page
Hello, Marilynn Vismara

Welcome to the Montgomery Parks Volunteer Dashboard!

- **Find Opportunities**: Look for ways to serve on a one-time or regular basis.
- **View My Schedule**: See the shifts where I have signed up.
- **Report My Service**: Submit volunteer hours.
- **View My Log Book**: View my volunteer transaction history.
- **My Placements**: View opportunities I have applied for that have been approved.
- **My Referrals**: View opportunities I have applied for that are pending approval and placement.

Select “Edit My Profile”
Check your information and correct as needed.

Please check:
• Phone numbers
• Email address
• Street Address

BE SURE to scroll to the bottom of the page and click SUBMIT to save your changes!!!
Thanks!!!

Please let us know if you have any questions or problems.
301-495-2504