

# Seek Volunteer Guide for Organisations

## – Micro-Volunteering Day 2025

### Why List Your Micro-Volunteering Opportunity on Seek Volunteer?

Micro-volunteering offers flexible, bite-sized opportunities for people to make an impact without a long-term commitment. Listing your opportunities on **Seek Volunteer** helps you:

- Attract **new volunteers** who want to help but have limited time.
- Reach a **wider audience** through a trusted volunteer platform.
- Increase **visibility** for your organisation and cause.

### How to List Your Micro-Volunteering Opportunity

#### Step 1: Log In to Seek Volunteer

1. Visit [Seek Volunteer](#).
2. Click **Sign In** at the top right corner.
3. Use your organisation's login credentials. If you don't have an account, **register your organisation first**. Make sure you have completed the connection request. See more in our Feb newsletter if you haven't already.

#### Step 2: Create a New Opportunity

1. Navigate to “Post an Opportunity” in the dashboard.
2. Select “Micro-Volunteering” as the category.
3. Fill out the following fields:
  - **Title:** Use a clear, engaging title (e.g., “Write a Thank You Note to a Local Volunteer – 10 Min Task!”)
  - **Description:** Briefly explain the task, why it matters, and how the volunteer can participate.
  - **Time Commitment:** Indicate that it's a short, flexible activity.
  - **Location:** Specify if it's in-person, remote, or digital.
  - **Skills Needed:** If any (e.g., social media, writing, data entry).
  - **Benefits for Volunteers:** Highlight what they will gain (e.g., making an immediate impact, supporting their community).

#### Step 3: Review & Publish

1. Double-check all details for accuracy.
2. Click **Submit for Approval** – Seek Volunteer may review before publishing.

3. Once approved, your listing will be live!
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## Best Practices for Writing an Engaging Listing

- **Keep it short & clear** – Micro-volunteering is about quick tasks!
  - **Use action-oriented language** – e.g., “Help us digitise community records in 15 minutes.”
  - **Highlight flexibility** – e.g., “Complete this task from anywhere in just 5-10 minutes.”
  - **Make it fun!** – Encourage participation by making it sound easy and impactful.
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## Example Micro-Volunteering Listings

### Example 1: Social Media Advocate (*Remote, 5-10 min*)

 **Help spread awareness!** Share our campaign on social media and tag three friends to get involved.

- **Time commitment:** 5-10 minutes.
- **How?** We provide a ready-made post; you simply share it!
- **Impact:** Boosts visibility for our cause and encourages community support.

### Example 2: Community Cleanup Sprint (*In-person, 30 min*)

 **Make a difference in just 30 minutes!** Join our quick cleanup challenge at the local park.

- **Where?** Meet at the volunteer booth at Great Lake Centre.
  - **Supplies provided:** Gloves, bags, and refreshments.
  - **Impact:** Help keep our community clean and green.
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## Key Deadlines & Support

- **Micro-Volunteering Day:** March 15, 2025
- **Deadline to List Opportunities:** March 10, 2025
- **Contact for Help:** Julian Bishop & [volunteer@glt.org.nz](mailto:volunteer@glt.org.nz)

Need assistance with your listing? Reach out to Volunteer Great Lake Taupō, and we'll guide you through the process!

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**Let's make Micro-Volunteering Day a success together!**