

How do I assign a job to a volunteer?

Updated Jul 14, 2021

As of July 12, 2021, this "Learn Veracross" site has been deprecated. It will remain live at least through October 1, 2021, but will no longer be updated. Q&A articles are only visible to authenticated users in the Veracross Community; please speak with your implementation or account manager for additional information.

The screenshot displays the 'VOL. JOBS' interface within a web application. The top navigation bar includes a search icon, a star icon, a search box containing 'Main', and a user profile 'Staff 57644: Abbott, Jorge - Staff/Fac - Frmr'. On the right side of the navigation bar are buttons for 'UPDATE', a lightning bolt icon, a plus sign, a refresh icon, a window icon, and a help icon. Below the navigation bar is a sidebar menu with categories: 'ALL', 'Education', 'OTHER' (with sub-items: Directory Preferences, Interests, Files, Links, Vol. Checklist, Other), 'VOLUNTEER' (with sub-items: Vol. Jobs, Vol. Hours), 'BUSINESS' (with sub-items: Finance, Receipts, Assigned Property), and 'REPORTS' (with sub-items: Similar People, Household Member Events). The main content area is titled 'VOL. JOBS' and features two columns. The left column, 'Available Volunteer Jobs (click to add)', lists various job categories: 'US Community Service (At School)', 'Classroom Parent', 'Field Trips' (expanded to show 'Day' and 'Field Trip Slip Collector'), 'International', 'Overnight', 'Admissions', 'Maintenance', 'School Store', 'Library', 'Spring Fling', and 'Homecoming'. The right column, 'Active Volunteer Jobs (click to remove)', shows 'Field Trips' and 'Field Trip Slip Collector'. A double-headed arrow between the columns indicates the ability to move jobs between the two states. At the top right of the main content area, it says 'Last Modified: Mon, Jun 18, 2018 at 10:41am by @mkidd Audit Log'.

To assign a job to a volunteer, start from their person record and perform the following steps:

1. Click on the **Vol. Jobs** tab.
2. Select the job in the left column, expanding categories as necessary, and click on the job you want to add to the person record so that it appears in the right column.
3. Once you've added all the volunteer jobs to the record that you want to, click the **Update** button.