

SWITCH Volunteer Local Instruction Manual



SWITCH

STUDENT WELLNESS INITIATIVE
TOWARD COMMUNITY HEALTH

Table of Contents

Table of Contents	1
1.0 Registering For Shifts	2
1.1 Choose Category.....	2
1.1.1 Category Information	3
1.2 Login.....	4
1.2.1 Name and Email	4
1.3 Select Shifts	5
2.0 Checking & Cancelling Your Shifts	6
2.1 Email to Check Shifts	6
2.2 Accessing your Profile to Cancel Shifts	7

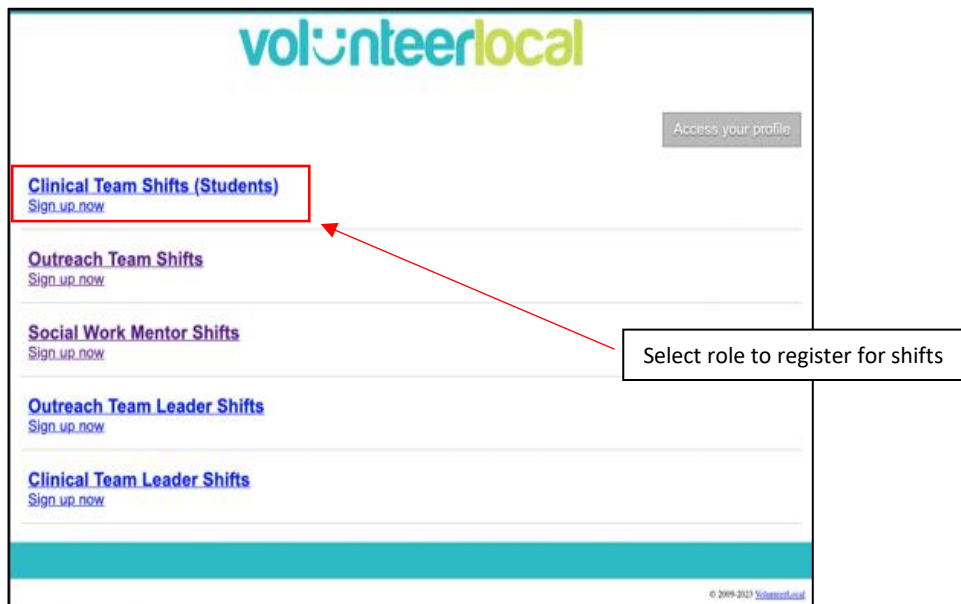
1.0 Registering For Shifts

Summary: 1. Choose category 2. Login 3. Select Shift

1.1 Choose Category

Figure 1

Event Landing Page



1.1.1 Category Information

Volunteer Categories

Outreach Team – Category A: Volunteers in Category A must have completed the general orientation and submit the relevant paperwork. Category A volunteers participate in meal preparation and serve, checklist, programming, childminding, street squad and homework help. Category A volunteers can also participate in special events.

Clinical Team – Category C: Volunteers on the clinical team must have completed the general orientation, 3 outreach shifts, the clinical orientation, and submitted a faculty letter of recommendation. Category C volunteer on the clinical team include medicine and nursing.

Team Leader Positions

Outreach Team Leader (OTL): OTL volunteers must have completed an outreach shift in each role (meal preparation, programming etc.), submit an OTL Application, and complete OTL training. OTLs are responsible for assigning roles and managing outreach volunteers during SWITCH shifts.

Clinical Team Leader (CTL): CTL volunteers must complete 10 Category A shifts, 3 OTL shifts, and a clinical orientation. CTLs conduct patient intake and present the case to the clinical team, and make sure the clinic is running smoothly.

Nutrition Supervisor: Nutrition supervisors must complete 3 training shifts and the Food Safety Course. Nutrition volunteers are in charge of supervising the meal preparation during shift.

Mentors

Social Work Mentors: Experienced social workers who have completed the mentor orientation and submitted the relevant paperwork.

1.2 Login

Figure 2

Login Page

volunteerlocal

First name: Email: Login

today February 2023 Sort by: Job Calendar month week day

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	1 5p Outreach Te	2	3	4 12:30p Outrea
5	6 5p Outreach Te	7	8 5p Outreach Te	9	10	11 12:30p Outrea
12	13 5p Outreach Te	14	15 5p Outreach Te	16	17	18
19	20	21	22 5p Outreach Te	23	24	25 12:30p Outrea
26	27 5p Outreach Te	28	1	2	3	4
5	6	7	8	9	10	11

Preview shifts for category selected in last step.

1.2.1 Name and Email

Volunteer local uses your email as the unique identifier, therefore, all the shifts you volunteer for will be associated with your email.

1.3 Select Shifts

Figure 3

Selecting Shifts

The figure consists of three screenshots from the volunteerlocal website, illustrating the process of selecting shifts for February 2023.

Screenshot 1: Shows the main calendar interface. A red arrow points to a shift on Wednesday, February 1st, with the text: "Select the shift you would like to volunteer on".

Screenshot 2: Shows a pop-up window titled "Shifts for Wed Feb 01". A red arrow points to a checkbox next to the "Outreach Team 5:00pm - 9:00pm" shift. Another red arrow points to the bottom of the screen, with the text: "Click the check-box and it will appear at the bottom of the screen".

Screenshot 3: Shows the main calendar interface with three shifts selected (checkboxes checked). A red arrow points to the "Sign Up To Volunteer" button at the bottom, with the text: "Select all the shifts you would like before clicking 'Sign Up To Volunteer'".

Select all shifts you would like to volunteer for and then select 'Sign Up To Volunteer.'

2.0 Checking & Cancelling Your Shifts

Summary: There are three ways to check you shifts: 1. Email 2. Accessing your profile 3. Mobile App

2.1 Email Confirmation to Check Shifts

Figure 4

Email Confirmation



After registering for shifts you will receive a confirmation email that lists the shifts you have registered for. Through this email you can also access your profile to view your shifts or cancel a shift.

2.2 Accessing your Profile to Cancel Shifts

Figure 5

Access Profile

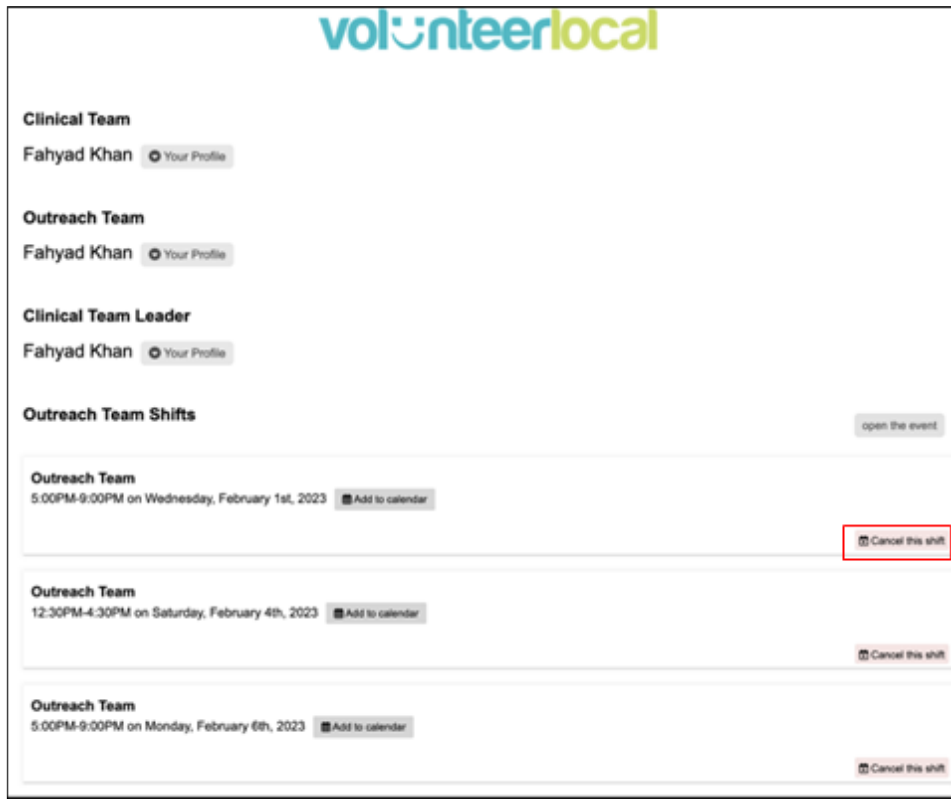


2.2.1 Event Landing Page

After clicking 'Access your profile' on the event landing page you will be prompted to enter your email. In your email you will receive a link to access your account, where you can view and cancel your shifts.

Figure 6

Cancelling Shifts



2.2.2 Other Ways to Access Shifts

You can directly access your account in the SWITCH Scheduler tab using the 'Access Your Profile' button.

Another option is to download the mobile app 'VolunteerLocal' to view and cancel your shifts.