LANGFORD VOLUNTEER HUB TOOLKIT

1. Access the Volunteer Submission form at Langford.ca/VolunteerSubmission to begin your volunteer posting.

SCAN HERE

2. Enter your organization information. In the field provided, enter the name of your organization and location address.

3. Add the details of your volunteer position. This includes the name of position, location, position description which outlines the role and responsibilities, start and end date, time commitment, and minimum age.

4. Provide information on how volunteers can apply for your position with clear instructions (ex. email, website link, or phone contact).

5. Enter the name and email address for the person volunteers can reach out to with questions.

6. Once all required fields are completed, click the Submit button. A City representative will review your submission and contact you if any additional information is required.

CITY OF Langford