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ywca

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Signing up to be a YWCA Volunteer

Thank you for your interest in volunteering with the YWCA. We hope this can be the beginning of a long and meaningful relationship for both you as a volunteer and the YWCA!

The first step in becoming a volunteer is creating an online profile.

1) Visit the YWCA's website: www.ywcaworks.org/volunteer

2) Scroll to the bottom of the opportunities listed in the middle of the Volunteer page and click the gray button:
   "*Register for an Event or Manage Your Profile*".

3) Enter **first name** and **email address** and click the button:
   "*Check for Account*".

4) Fill out the profile completely. Next to the YWCA Staff Referral question, please list the name of the staff member you've spoken with. Please mention which program you are interested in volunteering.

5) Submit your completed volunteer profile.

6) While logged into your profile, you can now register for one-time volunteer events or submit your application for on-going volunteer opportunities.

Once you have created the profile, you will be contacted with your next steps.

> **For current information about volunteer opportunities**
>
> **One-time Events**: Current one-time volunteer opportunities
> http://ywcaworks.org/volunteer
>
> **Ongoing Tasks:** Current needs for on-going volunteers
> http://ywcaworks.org/volunteer/ongoing

Entering Your YWCA Volunteer Hours in CERVIS

Start at the YWCA website at http://www.ywcaworks.org,

1. Click on the Volunteer
2. Once on Volunteer webpage, on the left hand side, click on **Main Login** (the fourth orange box down)
3. You will be then directed YWCA CERVIS Login page
4. Type in your email address and password
5. Click on the box at the bottom **Login to CERVIS**
6. Once you are logged-in, click on **Record/Update Service Project Activity** from the menu options
7. Select your service project from the drop down menu (if you do not see the correct service project, please contact us!)
8. Enter date, hours, and a short note to describe what you did
9. Click on **Record Service Project Activity**
10. **Congratulations! You have logged your volunteer hours! If you volunteer multiple days a week, feel free to combine all your hours for one week and enter it on the Friday of that week.**

For any questions or assistance, please e-mail us at volunteer@ywcaworks.org or call 206.490.4376. We can get you set up in a matter of minutes!