



# Florida State Parks Volunteer Portal

## User Guide for Current Volunteers

### Login to the Volunteer Portal

- Go to <https://volunteers.floridastateparks.org/>
- Sign in using your **User ID (email address)** and password.
- Not sure of your password? Click **Reset password**. Enter your email address and an email will be sent to you with a randomly selected password.
- If you need further assistance, your volunteer coordinator is happy to help.

### Hours Entry

- Select **Enter your volunteer hours** from the welcome message or at top of the page.
- First, select **Job**:
  - **Important! Choose the hours type:** Are your hours served as a Florida Park Service Volunteer (FPS), Resident Volunteer (Resident), or a Citizen Support Organization (CSO)?
  - Hours options include the “big five” – Administration, Maintenance, Protection, Resource Management, Visitor Service.
  - For example: FPS/Visitor Service
  - Not sure which **Job** to choose? Your volunteer coordinator can assist.
- Second select **Location**: parks are in alphabetical order in this dropdown field.
- Enter hours daily or in bulk for up to a month.
  - **Option 1: Bulk Hours Entry**
    - Enter date range (“Date” to “Hours end date”). Date range must be within the same month.
    - It is helpful to enter hours by **Job**. For example, enter all CSO/Administration hours for August and then enter all FPS/Maintenance hours for August, etc.
  - **Options 2: Daily Hours Entry**
    - Enter hours for each day that you volunteered.
    - You do not need to enter an “Hours end date”.
- Click **Save**
- Resident volunteers: It is necessary that you enter hours each week confirming the 20 hours weekly work requirement is met. Use the comment box, if needed.
- **New!** The form fields are “sticky” – the next time you login the system will remember your location and job type.

## My Info

- To review your hours summary and details, trainings, agreement and awards select **My Info** in the welcome message or select the dropdown “My Info” at the top of the page and then select “My Info”.
- See “My Hours Summary” and review your lifetime hours.
  - Contact your volunteer coordinator if this needs to be corrected.
- Scroll down to “Hours Details” to review your recently entered hours. If you see an error, you can delete that entry.

## Trainings & Agreements

- Complete trainings and sign your volunteer agreement by selecting **Trainings and Agreements** in the welcome message or at the top of the page under “My Info”.
- Training PDFs are in “Training Materials”. Click on the training link and review the multi-page PDF.
- To acknowledge that you completed the training, select the appropriate training link under “Training Acknowledgments and Volunteer Agreement” and check “I agree” and click **Submit**.
- You will receive an email notification when your Volunteer DEP Annual Combo Training is expired.
- All Florida Park Service volunteers are required to read and acknowledge the Volunteer Agreement annually.
  - Select “Volunteer Agreement Form” and check “I agree” and click **Submit**.
    - **NOTE:** The Volunteer Agreement remains listed. This allows you to sign an agreement with more than one park.

## Search for a Specific Volunteer Opportunity

**New!** Search for specific volunteer opportunities at one of our 175 state parks and trails.

- Select **Opportunities** at the top of the page or in the welcome message.
- Select the park(s) where you are looking to volunteer.
  - **Tip:** leave all the fields blank to see the most results
- Click **Apply Here** to review the job details
- In the pop-up window, click **Sign Up** if you would like to be considered for the specific opportunity.
- Your application will now be reviewed by the park’s volunteer coordinator.

## Review and Update Your Profile

- Select **Update Profile** from the welcome message or under “My Info”.
- Make any necessary changes to your Personal Information and Emergency Contact Information.
- You can even upload a photo for your profile.
- Click **Submit**, you will see a blue status bar then a pop-up confirmation message. Be patient - this may take a few seconds.

## Applications

You can update your volunteer application at any time. This is particularly helpful for resident volunteers who are interested in serving at another state park.

- Under **Update Applications** at the top of the page, choose the relevant application.
- The form will display the information you previously submitted.
- You can change any of these form fields (note: some fields are required).
- Check the “Terms and Conditions” and enter the application date.
- Click **Submit**
- Your revised application will now be available for volunteer coordinators to review.

## Thank You for your Service

Volunteers are **integral** to the work we do to **accomplish our mission**. Each year, more than 14,000 volunteers contribute over 1 million hours. We greatly appreciate the time and talents you contribute.

If you have questions or issues using the Volunteer Portal, please contact your volunteer coordinator. We are happy to help!