



# 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 **Forgot password**. Enter your email address and an email will be sent to you with a randomly selected password.
- If you need further assistance, your parks' volunteer manager is happy to help.

### Hours Entry

- Select **Enter your volunteer hours** from the welcome message or **Hours Entry** at the top of the page.
- First, select **Job**:
  - **Important! Choose the hours type:** Are your hours served as a Florida Park Service Volunteer (FPS), Park Resident / Campground Host Volunteer (Park Resident), or a Citizen Support Organization (CSO)?
  - Hours options include the “big five” - Administration, Maintenance, Protection, Resource Management, Visitor Services.
  - For example: FPS/Visitor Services.
  - Not sure which **Job** to choose? Your volunteer manager can assist.
- Second, select **Location**: state 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 **Duration**
    - Enter a 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 **Duration** for each day that you volunteered.
    - You do not need to enter an “Hours end date”.
- Click **Post**
- Park Resident / Campground Host volunteers: It is necessary that you enter hours each week confirming the 24 hours week per campsite work

requirement is met. More than one occupant of a campsite can split the hours. Use the comment box, if needed. As an example, you can also indicate when hours are flexed to allow for appointments or emergencies, etc. and still meet the site's weekly hours requirement.

## My Info

- To review your hours summary and details, trainings, volunteer 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 monthly and lifetime hours.
  - Contact your volunteer manager 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 required annual training and sign your annual volunteer agreement by selecting under "My Info" the dropdown **Trainings and Agreements**.
- The Volunteer DEP Annual Combo Training and Volunteer Agreement appears to take only after their expiration dates, see "My Info".
- The Volunteer DEP Annual Combo Training is located under "Online Trainings," as are the trainings Bloodborne Pathogens and State of Florida ADA. Bloodborne Pathogens and ADA are required when the park deems them appropriate for your job. They are not annually required.
- Click on the training link and review the training.
- To acknowledge that you completed the training, check "I Agree" and click **Finish**. Click **Done**.
- You will receive an email notification when your Volunteer DEP Annual Combo Training or Volunteer Agreement expires.
- All Florida Park Service volunteers are required to read and acknowledge the Volunteer Agreement annually.
  - Scroll down to "Training Acknowledgements and Volunteer Agreement."
  - Select "Volunteer Agreement", read the agreement, check "I agree", and click **Submit**.

## Apply to a Specific Volunteer Opportunity

- 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. Opportunities are park specific, each keeps its own schedule, and each makes its own volunteer selections based on park needs.
  - The best recommendation is to keep your application up-to-date, and thoroughly describe your skills, abilities, experience, and hobbies.
- 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 manager.
- Check **Opportunities** frequently as parks are always adding new opportunities.

## 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.
- Click **Ok**.

## Update an Application

You can update your volunteer application at any time. This is particularly helpful for park resident / campground host 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: fields highlighted yellow are required).
- Park resident / campground host volunteers have the option to upload a resume.
- Read and agree by checking the box for “Terms and Conditions” and
- Enter the “Application Date.”
- Click **Submit**.
- Your revised application will now be available for volunteer managers to review.

## Thank You for your Service

You are **integral** to the work we do to **accomplish the Florida State Parks mission**. Each year, more than 20,000 volunteers contribute more than 1 million hours. We greatly appreciate the time and talent that you contribute.

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

**Thank you for making a difference!**