

# City of Ballarat

## Ballarat Give Local- Volunteer Webpage

The Give Local provides up-to-date volunteer opportunity information for community groups and organisations who provide services in the Ballarat area.

### How to list a volunteer role for my organisation

#### Step 1

Log in to your account

The screenshot displays the 'My Community Directory' website for Ballarat. At the top, there is a navigation bar with a home icon, 'Victoria > Ballarat', a 'Choose a Region ...' button, and links for 'List for FREE', 'Login / Register', and accessibility options 'A- | A+ 140%' and 'A'. The main header features the 'My Community Directory' logo with a Santa hat icon and a yellow arrow pointing to the text 'provided by: Community Information Support Services'. The central focus is a search bar with the text 'Search Ballarat Community Directory' and a search input field containing 'Ballarat City' and a 'SEARCH' button. Below the search bar, there are social media icons for 'in' and a 'Ballarat City' link. The background is a street scene in Ballarat. At the bottom right of the image, it says 'Photo courtesy of: Matt Dunne'. Below the search bar, there are two sections: 'Ballarat Community Directory' which states 'We are proudly supported by:' and features the 'CITY OF BALLARAT' logo, and 'Info Hubs in Ballarat City' which lists several locations in buttons: ALFREDTON, BROWN HILL, BUNINYONG, CENTRAL BALLARAT, DELACOMBE, GOLDEN POINT, NORTH BALLARAT, SEBASTOPOL, and WENDOUREE.

## Step 2

Click on your Organisation on the dashboard

The screenshot shows the 'Member Centre' dashboard for 'Test Organisation-'. The left sidebar contains a menu with 'Your Organisation' highlighted by a yellow arrow. The main content area features a red notification bar at the top stating 'You have a listing requiring your attention.' with a 'Review' button. Below this is a banner image of a building entrance with the text 'You and Your Organisation'. The dashboard is divided into several sections: 'Test Organisation-' with an 'Edit organisation' button; a user profile for 'Natalie Grero' (Admin) with login details and 'Update your details'/'Enable two factor' buttons; 'Team Members' with 'NG NG' icons and a 'Manage your team' button; 'Your Organisations' with 'TO TO' icons and a 'Swap Organisation' button; 'Test Organisation- in Ballarat' with location information and 'Edit your location'/'Add a new location' buttons; and 'Membership' with a note about a 'FREE Community Organisation Membership' and an 'Upgrade your membership' button.

## Step 3

Click Volunteer Jobs

The screenshot shows the 'Member Centre' dashboard for 'City of Ballarat'. The left sidebar has 'Volunteer Jobs' highlighted by a yellow arrow. The main content area includes a top navigation bar with 'Need Help?' and contact information. The dashboard features a grid of service tiles: 'Data Quality', 'Planning', 'Communicating', and 'Resourcing'. Below these is a 'City of Ballarat' profile section with contact details and 'Edit organisation'/'Add a new location' buttons. A 'Membership' section shows '66 Locations' and '72 Services'. On the right, there are summary cards for '14 Actions', '0 My Networks', and '10 Recent Accesses'. A 'Recent Updates' section lists recent listing updates, and an 'Upcoming Events' section shows no current events.

## Step 4

### Select + Create New Volunteer Job

Home / Volunteer Jobs Need Help? Phone: 1300-762-915 or E-mail: support@mycommunitydirectory.com.au

### Volunteer Jobs

Volunteer Jobs [+ Create New Volunteer Job](#)

Show 10 entries Search:

Volunteer Position	Service	Location	Starts	Finishes
Volunteer Opportunities	General Communication & Information	City of Ballarat	14-Aug-2024 12:00 AM	31-Dec-2027 12:00 AM

Showing 1 to 1 of 1 entries [Previous](#) [1](#) [Next](#)

Complete the appropriate fields where applicable noting that those marked with an asterisk requires information to be entered.

**Be sure to click SAVE once completed**

