EVERGREEN AREA
Chamber of Commerce

How to post a Volunteer Opportunity on the Chamber website.

Step 1: Go to EvergreenChamber.org and click "Member Login". Enter your login info.
If you need your login information please contact our Operations Team at (303) 674-3412 or admin@evergreenchamber.org.
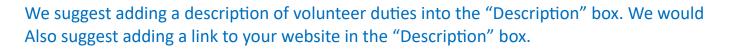
Step 2: On the left hand side of the page will be a grey menu. Click the button labeled "Volunteer Opportunities".

Step 3: Towards the right hand side of the page, under the banner ad, will be a blue button labeled "Add Volunteer Opportunity", click it.

Step 4: Fill out all fields relevant to your volunteer opportunity.
The "Publish Start Date/End Date" is when you want the opportunity to show on the Chamber Website.

The "Offer Start Date/End Date" is the range of dates you would need volunteers. Type "Dates we need volunteers" into the "Valid Dates Description".

We suggest adding a description of volunteer duties into the "Description" box. We would Also suggest adding a link to your website in the "Description" box.

Step 5: Do not add in an "Offer URL" or "Detail URL". These boxes are for selling items, not volunteering.

Step 6: At the bottom of the page will be a grey button labeled "Submit For Approval". This submits the event for approval by our Operations Manager. Typically submissions will be approved within 48 hours.

Shortcuts

Personal Information

Company Information

Hot Deals

Member To Member Deals

News Releases

Job Postings

Volunteer Opportunities