
Navigate the Volunteer Center in CommunOT

Volunteering is a benefit of AOTA membership. In March 2023, we launched the Volunteer Center in CommunOT. The Volunteer Center is growing source of concrete ways you can be involved in your professional association. Through the Center, you can grow your résumé, your skills, and ultimately, grow the love for the occupational therapy profession at large. The Volunteer Center features non-appointed, non-elected volunteer opportunities. These are important, valuable roles that without, AOTA would not be able to function.

Note: The Volunteer Center may be used to help educate about governance roles and how to apply for them as well.

Finding the platform

The Volunteer Center is in [CommunOT](#)! These directions are for viewing on a laptop or desktop.

If you've not been on CommunOT, start here:

1. Go to AOTA's homepage, aota.org, and sign in
2. Click the menu button at the top of the page
3. Navigate to the Community section and click CommunOT
4. If you've not been on CommunOT, you may like to review the website before clicking "Access CommunOT"

If you've been on CommunOT before, [log into the online forum](#) and pick up the directions from here...

5. A menu bar appears at the top right of the CommunOT homepage. The menu bar starts with Home, About, etc.
6. A new item has been added to the bar: Volunteer.
7. Click the arrow to the right of Volunteer and click "Volunteer Center."
8. Follow the directions on the Volunteer Center page to opt in to the volunteer pool, build your profile, and search for opportunities.

Volunteering for a role or position

First, make sure you've opted in to the Volunteer Pool in the Volunteer Center! Your presence in CommunOT does not auto-enroll you in the Volunteer Pool.

Then, once you've opted in, view the Opportunities from link on the Volunteer Center page...

1. View the growing list of opportunities on the Opportunities page.
2. Filter your search as appropriate or scroll through the list to check out what exists.
3. Click into each role or position to view its description, requirements, and expectations.
4. To apply, click the "Apply Today" button at the top of the description.
5. "Apply Today" brings up a pop-up application. Complete the application and click "Submit". If you would not like to apply, simply click "Close". Note: The application does not save automatically as you complete it. If you close the box before clicking "Submit" you will need to begin anew.
6. After clicking "Submit" you will receive an automated email acknowledging your application receipt.
7. On the timeline noted in the description—either on a rolling basis or after the application submission date—staff will be in touch with you via email as to whether or not you've been selected for the given role.

8. Through your volunteer profile, you'll be able to view all of the opportunities for which you've applied. Change your mind about volunteering for a given role? Simply click the "withdraw application" button.

Here's a peek into how an opportunity and application look in Volunteer Manager.

Sample Opportunity

OTA CONFAB EVENT HOST, MEMBER ENGAGEMENT

[< RETURN TO LIST](#)

Starts: 05-01-2023
Location: Online Opportunity

[APPLY TODAY!](#)



DESCRIPTION:

This opportunity works with staff in AOTA's Member Engagement department

As of April 2021, OTA Confab has morphed from a once-per-year event at AOTA INSPIRE Annual Conference & Expo to a more regular, online occasion.

Each Confab has a standard format to provide familiarity and continuity across all meetings. Confabs are held online and led by member volunteers. Registration is free to AOTA members, but required in order to receive a link to participate. Nonmembers are welcome to participate at a rate of \$5 per person, per event. At AOTA's discretion, Confabs may be sponsored by industry partners.

Basic Guidelines

- Three volunteer roles exist, and depending on the registration size of the particular Confab, more volunteers may be sought to facilitate breakout rooms. In order for Confabs to proceed, event hosts must step forward to host a Confab at least 6 weeks in advance. If no event host has stepped forward 6 weeks in advance of a Confab, that Confab will be cancelled. Volunteer interest will be confirmed by staff at least 6 weeks in advance of a Confab.
- A Confab lasts up to 1 hour and is hosted by AOTA on Zoom.
- AOTA staff set up the registration page and Zoom link. The Confab notice and registration are posted to the AOTA web calendar.
- Volunteer leaders assist with promotion, lead the event, and coordinate follow up.
- Confabs with 15 or more registered attendees should plan to utilize breakout rooms during the event to allow for deep dives, bringing final suggestions back to the Confab main room at the close of the event.
- Confabs are not recorded. However, if attendees agree, screen shots/photos may be taken. It is implied that by taking a photo, attendees consent to having that photo displayed in a manner of AOTA's choosing.

Volunteer Leader Roles (this opportunity is for the Event Host role)

Event Host = visual and audible host, opens and closes event using pre-written language, facilitates large discussions.

Chat Master = monitors the chat to capture ideas sent in, prompts questions appropriately, is prepared to post pre-written messages in the moment. The Chat Master develops copy to post as the Event Host delivers the same message audibly. A suggested script is available from staff.

Event Host and Chat Master work together to plan the topic and outline for Confab.

Breakout Room Facilitator = If breakout rooms are utilized at a Confab, the event host and chat master will become breakout room facilitators as well. Breakout room facilitators are needed especially if a large attendance is expected at a given Confab.

The 2023-2024 OTA Confabs are scheduled as follows:

Wednesday, September 20, 2023, 8:00 pm - 9:00 pm ET
Wednesday, November 1, 2023, 8:00 pm - 9:00 pm ET
Wednesday, February 1, 2024, 8:00 pm - 9:00 pm ET

Note: A 1-hour virtual planning meeting will be held with all OTA Confab volunteers in June or July 2022. More information will be provided via email to volunteers who are selected for this opportunity.

By applying for this role, you acknowledge that you have read and understood these expectations:

- Maintain a current AOTA membership
- Respond to email communication from AOTA staff liaisons in a timely manner as outlined by the staff liaison and/or role's expectations
- Maintain confidentiality if proprietary information is shared
- Attend and participate in meetings as defined by this volunteer role
- Share feedback about this volunteer opportunity with the relevant staff liaison or with the Director, Member Engagement

CONTACT:

Aliza Ross

Nominate Volunteers

Do you know someone who would enjoy this unique opportunity?

[NOMINATE](#)

Sample Application

APPLICATION FOR VOLUNTEER OPPORTUNITY

Email Address

Please include your name and credentials as you would like them to appear on the AOTA website.

Pronouns

Note: This is optional. It helps staff refer to you correctly.

Which Confab would you like to host?

Wednesday, September 20, 2023, 8:00 pm - 9:00 pm ET

Wednesday, November 1, 2023, 8:00 pm - 9:00 pm ET

Wednesday, February 1, 2024, 8:00 pm - 9:00 pm ET

OTA Confab is a solutions-oriented event. What topic or problem are you able to present on or help lead solutions conversations?

Note: Please include a topic as well as a brief description.

Joining the AOTA Volunteer community in CommunOT

This special community forum is open to all member volunteers, no matter how they volunteer with AOTA! This space links you with other volunteers who share your experience, want to learn from and with you, and engage with AOTA in volunteer-specific ways.

[Join the AOTA Volunteer community forum.](#)