

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.

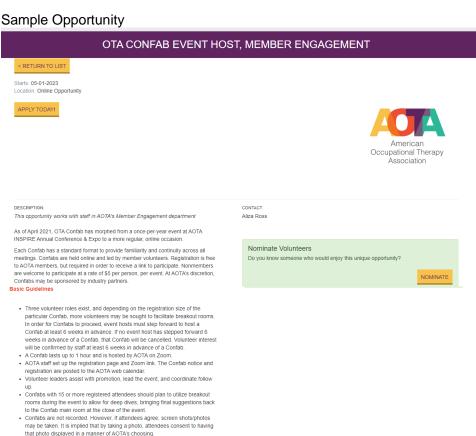
Then, once you've opted in, view the Opportunities from link on the Volunteer Center page...

- 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.



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.

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

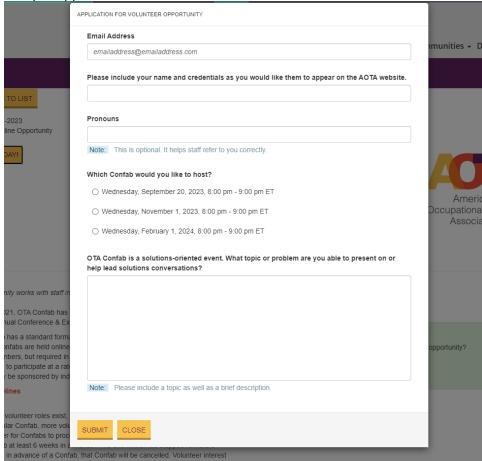
Note: A 1-hour virtual planning meeting will be held with all OTA Confab volunteers in June or July 2022. More information will be provided via email to volunteers who are selected for this opportunity.

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

- · 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



Sample Application



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.