



For Hosting Organizations

Writing Assignments

There are a number of things to keep in mind when writing your online volunteering assignments, that will help make them more attractive to potential online volunteers:

Spelling matters!

Poorly-spelled assignments reflect badly on your organization. First write your assignment description into whatever word-processing software you use, and then run the software's spell check. Then simply cut and paste the description into the assignment submission form on the OV service.

Break up needs into individual tasks

Don't put all of your needs into just one posting. It's tempting to type in all of your available online volunteering assignments into just one posting on our Online Volunteering service. But while it may feel easier to do this, it makes it very hard for online volunteers to find opportunities they want. It can also be confusing: a volunteer can think you want one person to do "everything" you've listed in your posting, when you are actually are looking for several different people for several different assignments. And remember that you can ask for more than one person for each assignment.

Choose your categories wisely!

Online volunteers search for assignments based on the categories you assign to them. If you mis-categorize your assignment, online volunteers can't find them! You can choose up to three categories for the field "areas of expertise", which concerns what experience online volunteers who want to apply for your assignment should have; up to five categories for the field "tasks", which describes what kind of assignment you are uploading; up to three categories for "development topic", for which the assignment will contribute; and multiple choices for other categories as well.

Be realistic.

Online volunteers can offer lots of time and expertise -- but they also have other commitments (family, work, school, etc.). Be realistic in your requests of online volunteers, realizing that they have many other obligations, and are volunteering in their spare time.

Be Descriptive

For instance, this is an example online volunteering assignment description for the Asociación Cultural TEATROVIVO:

"Communicating with teen mentors on specific topics of interest: Volunteers needed to communicate with the teen mentors on particular topics of interest. The Volunteers can send background information, or communicate with the teens by e-mail. All information should be appropriate to the 12-18 year old age group. The communication should be useful for the preparation of classes or encourage the mentors in their work and efforts."

This description has a lot of details about the assignment, what it will be like for participating online volunteers, and how online volunteers will benefit the organization's program.

So, don't just ask for a translator; talk about the kinds of materials the volunteer will be working with, and how the volunteer's work will benefit those your organization serves. Don't just ask for a web developer; note why a web site is important to the organization, how its development will impact the organization, and about how

Post Assignments

Why Join This Online Volunteering Service

As a member of our service, you can apply for your organization to be eligible to recruit online volunteers, and use our service to manage them and to report on their progress. You also receive support for your online volunteering activities, and opportunities to provide input to UN Volunteers about OV and its impact.

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Online Volunteering Update

This twice-monthly email update provides practical tips for both volunteers and organizations on how to make the most of online volunteering. [Join](#) to subscribe if you are not yet an OV Service member.

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much ready-to-use text and graphics your can provide to the volunteer.

Need more advice?

- Have a look at our section on [examples of assignments](#) or
- Check out [which assignments qualify for publication in the OV website](#)