

Fairfax County



Neighborhood and
Community Services

Neighborhood and Community Services Volunteer Orientation Schedule 2020

January 16
February 19
March 18
April 8
May 20
June 17
July 15

August 5
September 16
October 21
November 18
December 9
January 20 2021

Location •

The Pennino Building
12011 Government Center Parkway
10th Floor, Virginia Room #1034
Fairfax, VA 22035

All sessions begin at 6:30 p.m.

To Register for Orientation:

- **Online:** Go to <https://volunteer.fairfaxcounty.gov> and click “Find an Opportunity.” Type the keyword “NCS” in the “Request A New Search” box. Select the “Volunteer Orientation” opportunity for NCS. Click on “more details.” Select the preferred NCS orientation session and click “Sign Up.”
- **Via E-mail:** Send your name, contact number, and the preferred orientation date to vicki.greene@fairfaxcounty.gov.

Cancellations:

Cancellations may occur due to low attendance or inclement weather. When the County declares “unscheduled leave” the orientation falling on that day will be automatically cancelled.

Background Checks:

Adult and some youth volunteers are required to undergo a criminal history check. Volunteer candidates should bring a Photo ID to the volunteer orientation, for example, a driver’s license, DMV identification card or passport. If under 18 years of age and the candidate does not have an ID from the preceding list, a school ID card will be accepted.



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www.fairfaxcounty.gov/ncs

Fairfax County is committed to nondiscrimination on the basis of disability in all county programs, services and activities. Reasonable accommodations will be provided upon request. For more information, call 703-324-4600, TTY 711.





Neighborhood and Community Services Opening Your Account on the Volunteer Management System

Website.

<https://volunteer.fairfaxcounty.gov>

Step 1: Click on **Find an Opportunity >** Type "NCS" in the "Request A New Search" box. Select "Volunteer Orientation."

Step 2: Click on "more details." Select a preferred orientation session and click "Sign Up." Then "New Volunteer..."

Step 3: Create a User ID and Password. Complete the blue-colored sections to finish your initial registration.

- For first time users, please complete all fields, the User Information, Personal Information, Contact Information, Emergency/Medical Contact Information and all items under the Required Information Sections. Any sections with * in front of them please complete the entire section. Many additional fields are available and can be updated at a later time.

- After all the required fields have been completed, the  button will become active.

- Click  at the top or bottom of the screen in order to save your updates.

Thank you for registering as a volunteer!

- You should see this message



- If you do not, please check that you have entered the appropriate information in all required fields. Fields which still require completion are indicated with a red or pink indicator



Required

- Once all information has been entered, click  to save your profile.

Step 4: Get Started!

- First time volunteers can sign up online for upcoming NCS Volunteer Orientations (see reverse for details)
- "Search" for an opportunity to volunteer with NCS by using key word search "NCS."
- "Apply" for volunteer opportunities that match your interests and talents.

For additional assistance with the Volunteer Management System, please call 703-324-5504, TTY 711.

