Neighborhood and Community Services
Volunteer Orientation Schedule 2019

January 16
February 20
March 20
April 10
May 22
June 19
July 17
August 7
September 18
October 16
November 6
December 4
January 15, 2020

All sessions begin at 6:30 p.m.

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

To Register for Orientation:
- Online: Go to https://volunteer.fairfaxcounty.gov and click “Search Opportunities.” Type the keyword “NCS” in the “Quick Search” box. Select the “Volunteer Orientation opportunity for NCS. Click on “View Details” or “See Scheduled Slots.” 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.
Neighborhood and Community Services
Opening Your Account on the Volunteer Management System

Website: https://volunteer.fairfaxcounty.gov

Step 1: Click on SEARCH OPPORTUNITIES. Type “NCS” in the “Quick Search” box. Select “Volunteer Orientation.”

Step 2: Click on “View 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 Submit button will become active.
   • Click Submit at the top or bottom of the screen in order to save your updates.
   • You should see this message Submitting your profile...
   • 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 Submit 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.