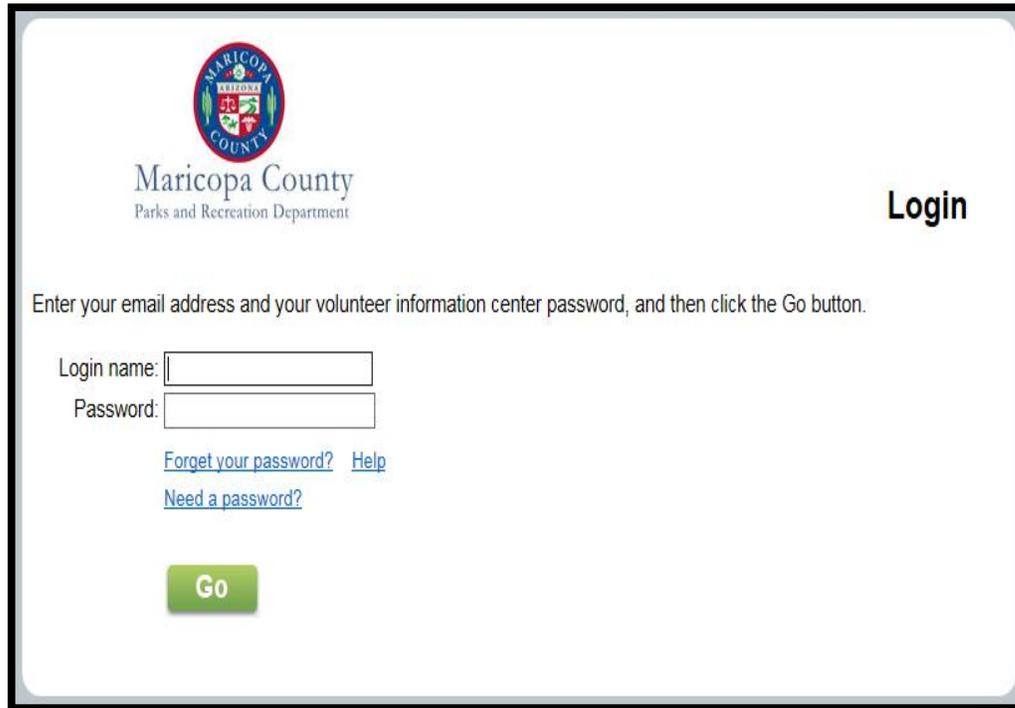# Volunteer Hours

Maricopa County Parks and Recreation Department

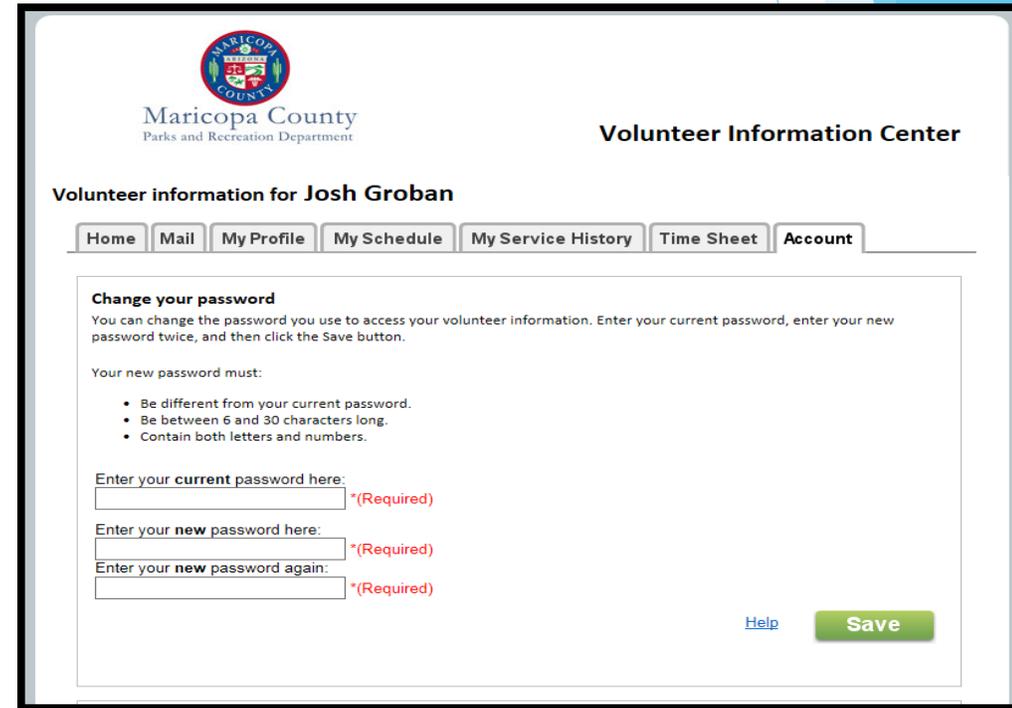Instructions for recording volunteer service hours in Volgistics

Overview

- The following presentation is intended to train Maricopa County Parks and Recreation Volunteers to record service hours electronically.

- The Volgistics Volunteer Logistics program is used to record and maintain volunteer service hours, contact information, availability, and more.

- Volunteers will be issued a log in name, password, and instructions to record and update hours from Volunteer Coordinator.

Getting Started

- The Volunteer Coordinator will send you a "welcome email" that will include a link to the page, login (individual email address), and temporary password.

- Once you have opened the link, enter email address in Login Name box, and temporary password. Select GO.

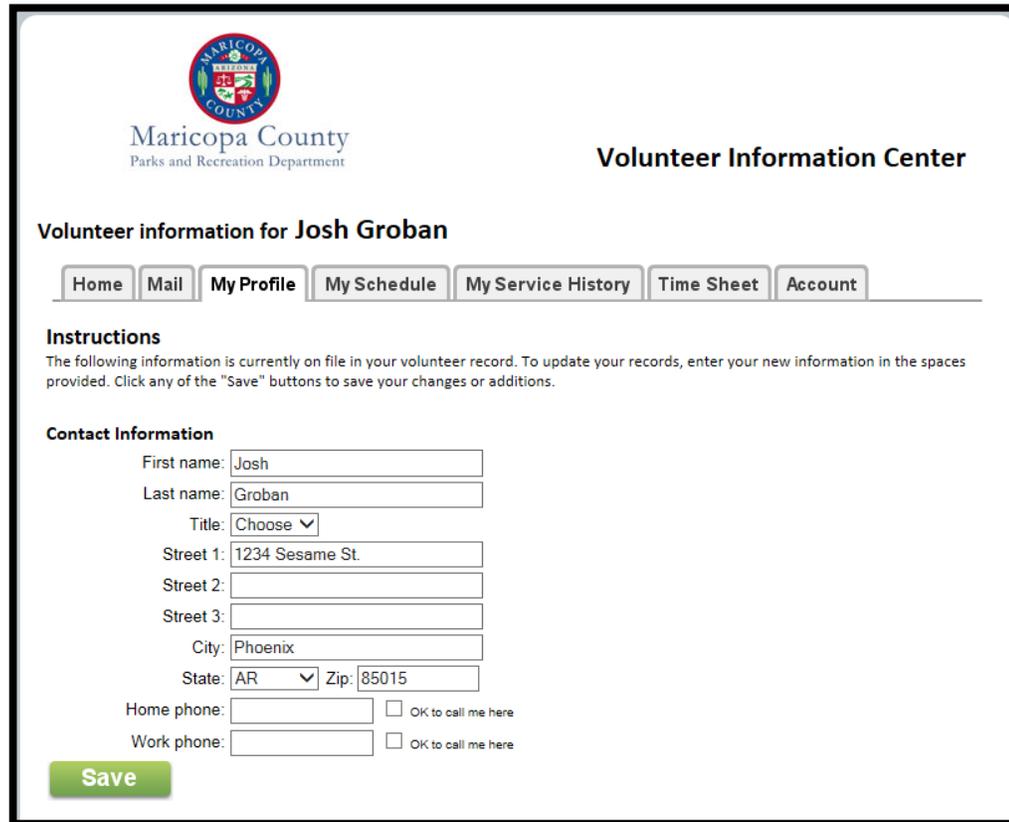- Enter temporary password again and then a new one you will remember.

Update contact information

▶ Select MY PROFILE tab and make sure contact information is correct. Select SAVE.

Recording Volunteer Hours

▶ Select TIME SHEET tab, select the date you worked, and enter the hours served. Select CONTINUE.

Recording Volunteer Hours

▶ Select the TIME SHEET tab, choose the date you worked, and enter the hours served. Select CONTINUE.

▶ Next, confirm your entry by selecting YES to save or NO if you need to make changes.

▶ You will then see this message:

▶ All volunteer service hours need to be entered on a weekly basis, and completed NO LATER THAN the 3rd day of the following month.

Questions

- If you have any questions regarding entering volunteer hours, please contact the Volunteer Coordinator at richardk@mail.Maricopa.gov or 928-501-9212.