



How to Apply to Volunteer

Visit our website: <http://ideaexchange.org/volunteers>

Scroll down to: “Applicants” and select ‘Apply Now’. It will take you to the online application. Sign up with an email address. That is your username. You will be emailed a password so you can log in and book an interview and an orientation session. You will need both.

Interview/Orientation appointments are opened up quarterly in May, August, November and February and are filled on a first booked, first served basis.

To Book a Volunteer Interview AND Orientation Session:

- Select the “Sign Up” button
- Find a “Help Wanted” sign on a date that you are available. Click it.
- Review the appointment times that are available and find one that works for you.
- Double check the location and time to ensure you can make the commitment.
- Hit “Schedule Me” to book or calendar view to return to the calendar.
- Select “YES’ to confirm
- Scroll down and find the date and event you’ve signed up for to review the confirmation information such as staff contact, notes and check in location

We welcome individuals to join our volunteer team when we have an appropriate position to offer. Please note, not all positions are appropriate for all volunteers or available at all locations.

I look forward to receiving your application!

Kindly,
Shannon Markle, volunteer coordinator
smarkle@ideaexchange.org
519-621-0460x12700050