



Van Buren Center Volunteer Overview - Volunteer opportunities for the Van Buren Center are available on the YMCA's Volunteer Matters website. This platform also features all available volunteer opportunities across the YMCA of Central Ohio's locations and programs. All Van Buren volunteers are required to complete the following requirements.

Volunteers Matter Account – all volunteers must register and create an account on the YMCA Volunteer Matters website.

Click [HERE](#) for website.

Complete Credentials – each volunteer is required to complete the necessary credentials for each opportunity before their scheduled shift.

Sign-Up/Coordination - Volunteers are not permitted to be on the property or inside the center outside of scheduled and approved hours or shifts. Volunteers must obtain approval for all onsite events or programs directly from the Programming Team.

Prohibited from Volunteering- Registered and/or convicted sex offenders are not allowed on the property and are prohibited from volunteering.

How to create a Volunteer Matters Account-

Go to the website ymcaohio.volunteermatters.org/login and click on "Register Now" if you don't already have an account.

If you do have an account and cannot remember your login information, click on "Forgot your username?" or "Forgot your password" to reset and access your account.



Volunteer Matters Account Registration - Currently, there are no High-Access volunteer opportunities available at the Van Buren Center. All individuals registering to volunteer at the Van Buren Center should select “General Application” under Application Type.

- *General Volunteers* are required to register and create a Volunteer Matters account, as well as complete any project-related training or credentials, before their first volunteer shift.
- *High-Access Volunteers’* registration process is more in-depth. It requires providing three to four professional references, undergoing background checks, and completing face-to-face interviews with the Volunteer Coordinator before they are allowed to volunteer.



Required Information- You will be asked to provide the following information to complete the account registration process:

- ***First & Last Name***
- ***Mobile Number***
- ***Date of Birth***
- ***Emergency Contact Name***
- ***Emergency Contact Telephone***
- **Required Short Response Questions**
 1. "Why are you interested in this position?"
 2. "With what group of children would you prefer to work with? Why?"
 - Type "Not interested/not applicable" if you are not interested in working with children, or the volunteer projects you are interested in do not involve children.
 - You are **not** required to provide educational information.

Emergency Contact Name
RESPONSE REQUIRED- First and Last Name ✓

Emergency Contact Telephone
🇺🇸 (614) 555-5555 ✓

Why are you interested in this position?
RESPONSE REQUIRED- ✓

With what group of children would you prefer to work with? Why?
RESPONSE REQUIRED- ✓

What is your highest level of education and from where?
NOT REQUIRED to answer.

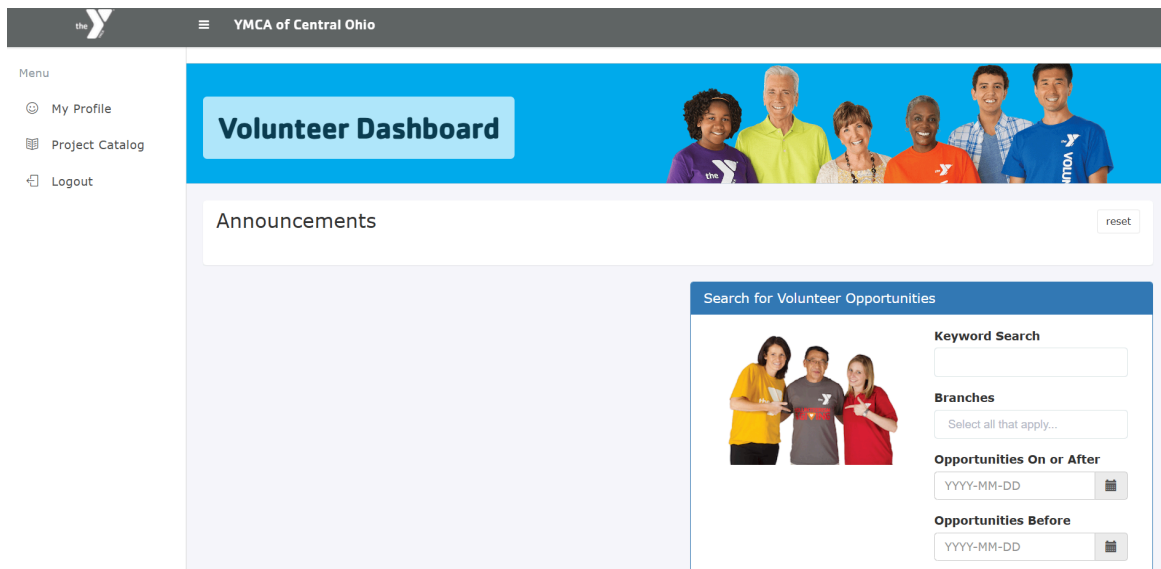
[Continue](#)



Read and Sign YMCA Volunteer Statement Credential Agreement -

This statement outlines the guidelines for the YMCA of Central Ohio volunteer relationship, code of conduct, liability waiver, and child abuse policy agreement.

- Once you review the statement, provide your electronic signature at the bottom of the page, and click 'Submit', you will receive an email from Y verifying that your account has been created.
- You will then be redirected to the YMCA Volunteer Matters Dashboard that should look like this:



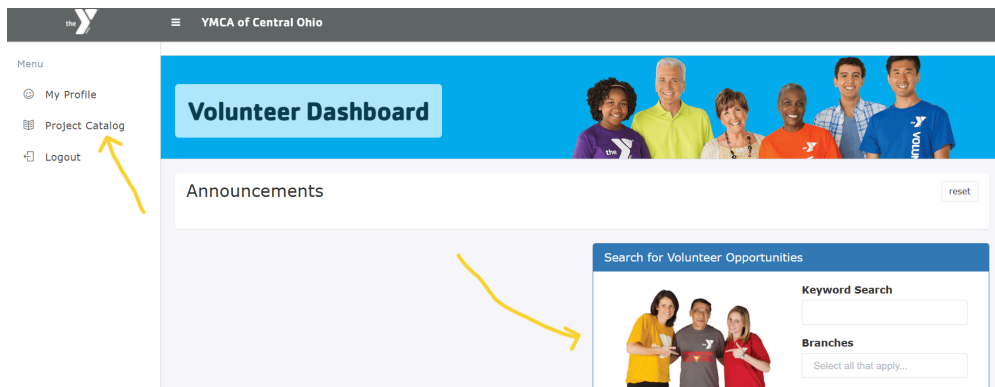
Volunteer Dashboard - Each time you log in, you will be redirected to the Volunteer Dashboard page, where you can view all the volunteer shifts you have signed up for, as well as any new announcements or updates.

How to Search for Volunteer Opportunities- Volunteers can access all current available positions in a few different ways.

- *Project Catalog*- Left menu
- *Search for Volunteer Opportunities*- Dashboard homepage



- *Van Buren Volunteer and Donation Hub* - Volunteer opportunities specific to Van Buren will also be available on the volunteer and donation website, with links that direct you directly to them on Volunteer Matters.



Project Catalog - This allows you to view all current projects available across all YMCA of Central Ohio locations and programs. You can scroll down to view each project or use the search box on the left side of the page to narrow down options that are specific to your desired date, impact, and branch.





How to Search for Van Buren Center Volunteer Opportunities –To view only Van Buren opportunities, in the search box under “Branches,” select “Van Buren Shelter” and click “Search.”

In the search box, you can also set the timeframe for your search. Please verify the dates listed under the Opportunities calendar to ensure you have the correct dates.

The screenshot shows a search interface on the left and a detailed project page on the right. The search interface includes fields for 'Project Keyword Search', 'Branches' (with 'Van Buren Shelter' selected), 'Opportunities On or After' (YYYY-MM-DD), 'Opportunities Before' (2026-04-28), and 'Impact Areas'. The project page for 'Van Buren Center- Dinner Service' features a photo of volunteers, a description of the role, and several important reminders: avoid signing up less than 48 hours in advance, individuals must be at least 14 years old and accompanied by an adult, arrive 10-15 minutes before the shift, and provide parking information. It also includes a link to register for required community service hours and a 'Learn More' button at the bottom.

Opportunities that are specific to Van Buren will appear on the search results page. To view the available shifts and dates for each opportunity, click on the blue box “Learn More.” You will then be directed to the Project page for that opportunity, which will include all related information and available dates at the bottom:



How You Can Help

Catalog View | Calendar View

Work a Shift

April 2025

Show 10 entries Search:

Date	Day	Time	Role	Need	
2025-04-28	Mon	5:00PM - 7:00PM	Dinner Service Volunteer	6	Volunteer
2025-04-29	Tue	5:00PM - 7:00PM	Dinner Service Volunteer	6	Volunteer
2025-04-30	Wed	5:00PM - 7:00PM	Dinner Service Volunteer	6	Volunteer
2025-05-01	Thu	5:00PM - 7:00PM	Dinner Service Volunteer	0	Fulfilled
2025-05-02	Fri	5:00PM - 7:00PM	Dinner Service Volunteer	6	Volunteer
2025-05-03	Sat	5:00PM - 7:00PM	Dinner Service Volunteer	6	Volunteer
2025-05-04	Sun	5:00PM - 7:00PM	Dinner Service Volunteer	6	Volunteer

Project Dates & Times- All available dates and shifts will be viewable in this section at the bottom of the project page.

- To view additional dates in the future, click on the calendar arrows to change the month and adjust the number of entries to show in the drop-down menu.
- To view dates and shifts as a calendar, select "Calendar View" directly under the blue bar "How You Can Help." The opportunities are automatically set to be viewed as "Catalog View."

How to Sign Up for a Shift- Under the "Need" column, you can see how many slots are available for the specific date. The number of slots will change to reflect the number of available slots.

- If a volunteer shift has been filled, it will be marked as "Fulfilled."
- Once you have found your desired date and shift, click on "Volunteer."



🕒 Work a Shift

Dinner Service Volunteer

Help serve dinner at the Van Buren Center.

Shift

5:00 PM - 7:00 PM. Monday, Apr 28, 2025

Minimum Age

18

How Many?

We need 6.

Required Credentials

You must apply for the following credentials before signing up for this need.

Food Safety Training Video

Apply Now


Required Credentials - If there are additional required forms or training that volunteers must complete before signing up, these will be listed here. For most volunteer opportunities, you will only be required to complete them the first time you sign up on the Volunteer Matters website, and after that, you will only be required to do so annually.

Select how many individuals will be in your group.

- If you are a part of an organization or agency, please include that information in the "Comments".
- Then click "Sign Up."




🕒 Work a Shift

 **Hooray! You have been successfully assigned to this need.**
Tell your friends:

[f](#) [X](#) [✉](#) [in](#) [💬](#)

Dinner Service Volunteer
Help serve dinner at the Van Buren Center.

Shift
 5:00 PM - 7:00 PM. Monday, Apr 28, 2025

Minimum Age
18

How Many?
We already have 1 and we need 5 more.

Comment

Volunteer Credits
2.0000

[Back to Project](#) [Withdraw from Assignment](#)

How to Confirm a Completed Sign-Up- After completing the sign-up process and providing your credentials, you will receive a confirmation email and be redirected to a page that resembles the one above.

- Click on the blue calendar icon to add the volunteer shift to your calendar.
- To cancel your sign-up, click on "Withdraw from Assignment."



Additional Volunteer Matters Features

My Profile- To access your profile on Volunteer Matters, click on the left menu bar “My Profile.” This page provides you with access to your volunteer history, upcoming shifts, account information, status updates for required credentials, and options to set up your communication preferences.

The screenshot displays the 'My Profile' interface for a user named Carolyn Slebodnik. On the left, a menu includes 'My Profile', 'Project Catalog', and 'Logout'. The main content area is divided into several sections:

- My Information:** Contains an 'Edit' button and fields for 'User Information' (Name: Slebodnik, Carolyn; Email: carolyn.slebodnik@ymcacolumbus.org, marked as VERIFIED; Birth Date: 2000-01-01; Home Telephone; Mobile: (614) 689-2020, marked as UNVERIFIED). A note at the bottom states: "A mobile phone number must be verified in order to receive communication via text message."
- My Volunteer Totals:** A summary box showing 1 PROJECTS, 1 ASSIGNMENTS, and 2 HOURS. It includes a 'My Volunteer History' button.
- My Assignments:** A list of upcoming shifts, with one entry: "Project: Van Buren Center- Dinner Service, Shift: Dinner Service Volunteer, When: Apr 26, 2023 5:00 PM".

How to delete a sign-up or access current sign-ups- Under “My Assignments,” located on the right side of the page you can view your upcoming volunteer shifts. To make changes to your sign-ups, click on the clock icon. This will take you to the sign-up, where you can adjust the group size or withdraw from the assignment.

How to Edit Communication Preferences- At the top of the “My Profile” page, there are three options to select from: “My Profile,” “History,” and “Preferences.” Click on “Preferences” to view your current settings for communications from Volunteer Matters.



My Profile History Preferences

Mobile UNVERIFIED

(614) 689-2020

A mobile phone number must be verified in order to receive communication via text message.

Verify Mobile

Email VERIFIED

carolyn.slebodnik@ymcacolumbus.org

An email address that has opted out will not receive email other than critical system messages.

Opt Out Email

Assignment Confirmation

Confirmations are sent out when you sign up for a volunteer opportunity.

Email
 Text
 Email and Text
 None

Assignment Withdrawal

Withdrawal confirmations are sent when you withdraw from a volunteer assignment

Email
 Text
 Email and Text
 None

Assignment Reminders

Reminders are sent out prior to the start of a volunteer assignment with relevant details

Email
 Text
 Email and Text
 None

Cancel Save

My Communication Preferences - Volunteers can update the type of communication they receive from Volunteer Matters and how it is sent to them. To receive text messages, you will first need to verify your mobile phone number.

Questions or Need Additional Support?

For any additional information on Volunteer Matters or help with your account, please contact Katrina Martin-Healey, Volunteer Coordinator for the YMCA Van Buren Center.

katrina.martin@ymcacolumbus.org