

ADVICE FOR POSTING POSITIONS IN EXPO

What Is EXPO?

EXPO is a database platform where organizations can list community-engaged learning opportunities for students. It is a University of Washington specific platform that allows students to easily browse and select opportunities. Once students have registered (usually around week 2 or 3 of the quarter), you can see which students selected a position with your organization.

What should I consider before posting a position?

Preparation

Ensure a clear understanding of volunteer roles and responsibilities. Are there potentially several distinct roles you want students to fill? You can list multiple positions! Also, consider any specialized skills required (e.g., language proficiency).

Posting Frequency

Typically positions have a quarterly turnover, with students committing 7-8 weeks (about 2 months) of time with your organization. If you are interested in list positions for longer than one quarter, we may be able to match your positions to courses with multi-quarter commitments. Email our team at engage@uw.edu if this is something you are interested in!

Creating a Position

Each position has 4 main sections: (1) Position Details, (2) Requirements, (3) Scheduling Details, & (4) Orientation Details. Considerations for each section are included below. An organization can list as many positions as they want. For each position, you will list the ideal number of students. For example, a food bank may list one position for *Food Bank Service Team Volunteer* with 20 slots, while a tutoring organization may have 4 different tutoring positions based on classroom subject.

(1) Position Details

Supervisor

Please list the name of the supervisor students will communicate with, avoid general names like "Volunteer Coordinator." If using a shared email instead of a personal one, let the students know who they should address their communications to. Please list both an email and phone number that students can reach out to.

(2) Requirements

This section asks you to outline the background check, age restrictions, length of commitment, and any other desired qualifications for a position. Please be as thorough as possible in this section as it will save time for both you and students in determining if they are a good fit for a position.

Background Checks

Your organization may require background checks for certain positions. If background checks are required, please provide clear instructions on how to complete the background check and what information is required.

Be mindful of the visa requirements for international students. Background checks for international students may take additional time to process, making those positions not feasible within the short timeline of a quarter. Student visas already have rigorous background check requirements. We ask that you do your best to ensure positions are eligible for students with a student visa whenever possible. There is an option to indicate in EXPO if a position's background check may require this additional processing time.

If you have questions about how your background check processes may be affecting which students select your position, please reach out to us at engage@uw.edu.

(3) Scheduling Details

Time

If your organization works several days of the week, we recommend posting separate positions for each day of the week to ensure an even distribution of students across available days. Tutoring organizations, for instance, offer positions every weekday. Rather than having a general tutoring position throughout the week, organizations may opt for one tutor assigned to each day of the week, designated as "Monday Math Tutor", "Tuesday Math Tutor", and so on. By assigning a volunteer for each day of the week, these organizations guarantee consistency and committed volunteers throughout the week. Alternatively, if you have different shifts throughout the day, you may want to consider listing positions by shift times (e.g., morning volunteer, afternoon volunteer, and evening volunteer). Reach out to our team at engage@uw.edu if you need help or advice listing positions for your organization based on specific schedules.

Location

If your organization has positions available across various locations, we recommend posting a limited number of positions per site to maximize volunteers across locations. For example, a tutoring program may have multiple locations available for volunteers to choose from, but many students gravitate to the downtown location because of its proximity to campus. To avoid unevenly filled locations, create fewer positions for a single site and expand open positions across various locations. For instance, 3 volunteers for a downtown location, 6 volunteers for a Bothell location, and so on.

(4) Orientation Details

Application Process

If your organization requires students to complete a volunteer application process, please include the link and outline the steps involved in the process. Specify any deadlines for applications and any required information for the application (resume, cover letter, references, interview, etc.)