

Job Setup Webinar June 2014

Job definitions define:

- what tasks your volunteers will be doing
- who is eligible to perform these tasks, and
- your organizational information about the job (eg. supervisors, value and qualifications).

In VSys, there are two aspects to a Job – the Job group, or department, and the specific job itself. There is a hierarchy of up to 3 levels – Parent Job Group, Job Group and Job. This allows for better organization of the different service areas your department may have. Assignments, job associations, job slots, and hours records all use these job definitions to indicate the job/activity.

Job and Job group definitions

- **Job Group**
 - Add new/Edit
 - Settings
- **Job**
 - Job basics
 - Dates
 - Job group
 - Location
 - Setup Locations
 - Other settings
 - Measurements/metrics
 - Value of each volunteered hour
 - Default miles
 - Associated accounts for impacts/outcomes
 - Job value measurements
 - Requirements
 - Duties, Contacts, etc.
 - VSys Live/ Web, Kiosk
 - Attached files
 - Walkup checkin jobs

Job reorganization

- Delete vs. Merge
- Right click options
- Inactive