

Calvert Stewards Primer

<https://calvertstewards.galaxydigital.com>

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Our Mission

The Calvert Stewards volunteer program provides an opportunity for public service in education, research, and stewardship which support the overall missions of the Calvert County Division of Natural Resources and the Calvert Nature Society. This benefits the participants, the parks and the community as Calvert Stewards use and develop their skills to form an environmentally aware community and become the environmental stewards of Calvert County.

We also encourage youth and families to volunteer for projects to create a pipeline of engaged citizens that will continue their involvement in the parks into adulthood.

☆: When you Respond to an Opportunity, you are committing to that volunteer position.

Contact us if you have any questions at volunteer@calvertparks.org or 410-535-5327



Attend a [Volunteer Orientation](#) to learn more.

Who Are Calvert Stewards?

The volunteer corps of the Calvert Nature Society
and the Calvert County Natural Resources Division.

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Vocabulary

- A **PROGRAM**, or *Agency*, is the umbrella group of Opportunities. Programs are broad categories of different volunteer jobs.
- **OPPORTUNITIES**, or *Needs*, are the Volunteer Jobs or Activities.
- **EVENTS** are activities for Calvert Stewards that do not trigger volunteer hours. Examples would be Appreciation Dinners or Field Excursions where only current Calvert Stewards can attend.
- When you **FAN** a Program, you will get notifications when that agency has posted a new need or event; fanning a Program is a way of "following" the Program online.
- When your **RESPONDS** to an Opportunity you are committing to volunteering for that activity and/or time spot.
- **CAUSES** are the main purposes of the different Programs.
- **SKILLS** are those interests and abilities the you have, can share, or are needed for an Opportunity.

Roles

ADMIN: A *Site Manager* can make changes to the site as a whole.

- Calvert County Natural Resources Division Chief (Karyn Molines)
- Calvert Nature Society (TBD)
- Volunteer Coordinator (Grace Hanners)
- Others as needed (Sarah Godwin, CCNRD Office Specialist)

PROGRAM MANAGER: (or *agency manager* in the Help documents) a special type of user who can make changes only to specific volunteer programs. This person's primary capabilities include editing their program profile, posting opportunities and events, and approving reported hours.

- Staff
- Lead Volunteer

USER: Anyone who have an account and are interested in participating in Calvert Steward volunteer opportunities and events. A *User* is, essentially, anyone who is not an Admin.

- Program Mangers
- Anyone who's interested and creates an account

CALVERT STEWARD: A *User* (or *Volunteer*) who has successfully volunteered for an Opportunity within the last five years.

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What Happens When Someone Wants To Volunteer?

1. Go to <https://calvertstewards.galaxydigital.com> to learn about the different **Programs** and **Opportunities**
2. **Sign Up** for an account.
3. Once you have an account, you are one of our Calvert Steward **Users**

What Happens When a Volunteer Fans a Program?

- Whenever we post a new **Opportunity** or **Event**, an automated email announcement about the posting is sent out to all of the Program's **Fans**.
- A weekly email digest to volunteers, sent every Monday morning, will include a link to your fanned **Program's Opportunities** or **Events**.
- To opt out of receiving messages, login and "un-fan" the Program.
 - *Important: On your profile, you can select to opt out, but this means you opt out of all automated notifications. We recommend that volunteers should simply "un-fan" the Program.*

What Happens When a Volunteer Responds to an Opportunity?

- An automatic email will be sent soon after you **respond**.
 - This email provides general information about volunteering
 - Provides a link to the **Opportunity**
- Program Manager many send an email with additional details. You can contact them for additional information.
- An automatic reminder email will be sent about a week before, and then a day before, the Opportunity.
- An automatic Thank You email will be sent a day after the Opportunity.
- An automatic follow up email will be sent about a week after the Opportunity as a reminder to log their hours.
- Program Manager may follow up to remind you to record their volunteer hours.
- Program Manager will approve all Volunteer Hours.

Recording Calvert Steward Hours

1. Log in to <https://calvertstewards.galaxydigital.com>
2. Click **Add Hours**
3. Scroll down or Click "Add Hours" and complete the form
4. Click "Submit Hour Entry"
5. For more details, download this PDF: [How To Log Files](#)

Volunteer / Users are expected to:

- Keep their profile updated: Skills, Fans, Responses
- Fulfill the responsibilities of all Opportunities they **Respond**.
- Provide feedback and suggestions to improve the Calvert Stewards program

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Qualifications

While many volunteer opportunities ask only for your time, some require a little more than that. If you want to volunteer to provide animal care, teach education programs, or assist with the nest box monitoring projects, for instance, you will be required to have training, experience, certifications, or even degrees in the field.

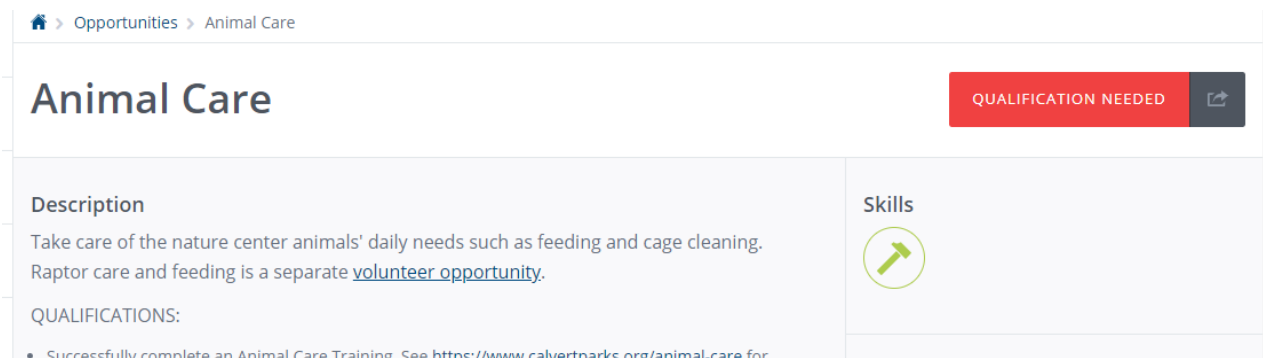
<https://galaxydigital.freshdesk.com/support/solutions/articles/36000032544-qualifying-for-volunteer-opportunities>

How to Know if an Opportunity Has Qualifications

If an opportunity has requirements that must be met in order to volunteer, you'll see them in the **Required Qualifications** section on the **Opportunity** page.

How to Know If You Qualify

If you have not submitted the required qualifications, you will see a **Qualification Needed** button when you attempt to respond to a need. If you have the appropriate qualifications, this area will say **Respond**.



The screenshot shows a web interface for an 'Animal Care' opportunity. At the top, there is a breadcrumb trail: 'Home > Opportunities > Animal Care'. Below this, the title 'Animal Care' is displayed on the left, and a red button labeled 'QUALIFICATION NEEDED' with a plus icon is on the right. The main content area is divided into two columns. The left column, titled 'Description', contains the text: 'Take care of the nature center animals' daily needs such as feeding and cage cleaning. Raptor care and feeding is a separate [volunteer opportunity](#).' Below this, under the heading 'QUALIFICATIONS:', there is a bullet point: '• Successfully complete an Animal Care Training. See <https://www.calvertmarks.org/animal-care> for...'. The right column, titled 'Skills', contains a green circular icon with a white hammer.

How to Be Qualified

Qualifications for most Opportunities are satisfied by successfully completing a training workshop. These training workshops will be listed as an Opportunity or Event within the Volunteer Program.

To volunteer with an Education Opportunity, yearly, you must undergo an online background check. A PDF of the documentation that you have successfully passed be uploaded to your profile. The Program Manager can assist with this process.

Updating Your Volunteer Qualifications

You can update your volunteer qualifications at any time by returning to your My Qualifications area. Note that an updated qualification must go through the approval process again before it can become active.

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Submitting Qualifications (other than eSigned documents)

Your Connect site may ask qualification questions as part of the registration process. If you didn't provide qualification information then, you can always go to your **My Qualifications** page of your user profile and submit the information there.

To submit qualifications from your user profile:

1. From your profile dropdown, select **Qualifications** to access your **My Qualifications** page.
2. Click **Edit Qualifications**.
3. In the **Edit Qualifications** dialog box, provide the requested information. You may be asked to type in an answer, select from a group of answers, upload a file, or provide qualification expiration dates.
 - a. You are not required to answer all qualification questions.

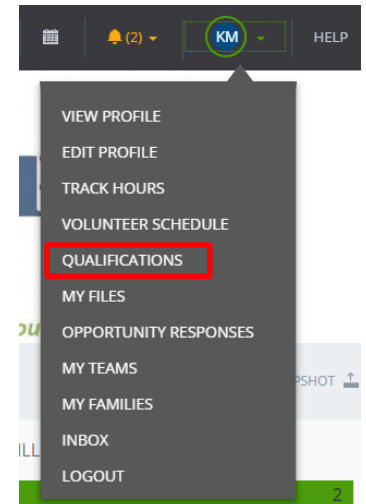
Edit Qualifications

Provide the needed information to qualify for certain opportunities on this site. If a date is requested, select or enter the date the qualification expires. Once submitted, it is pending until approved by a site manager.

Education volunteers: Upload your background check report **UPLOAD FILE** **FILE LINK**

Kayak Leaders: Training is required. ☒ Yes, I attended the training provided by staff naturalists
☐ Yes, I have certification through AKA or other water sports program

Animal Care: Training is Required ☐ I have successfully completed the training



4. If you see an **Expiration Date** field, enter the expiration date of your qualification.
5. Click **Submit Qualifications**.

Your submitted qualifications must be approved by a Site Admin. Qualifications will appear with a "pending" status in your **My Qualifications** area until approved. Once approved, a qualification will have a status of **Qualified**. (If denied, you'll see **Not Qualified** for the status.)

Note: Once your qualification has been approved, you will receive an email letting you know that you are eligible for that opportunity. The email will contain a link directing you to the site so that you can respond.

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