

VOLUNTEER TODAY ON JBLM

Explore a new career, develop skills,
network with other professionals
and create opportunities for yourself

VOLUNTEER POSITIONS:

- Religious Teacher/Aide
- Youth Sports Coach
- Scout Leader/Aide
- Disaster Assistant
- Youth Coordinator
- Records Keeper
- Hospital Worker
- Library Assistant
- Teachers Aide
- Sports Coach
- Receptionist
- USO Helper
- Store Clerk
- Secretary
- File Clerk



VOLUNTEER ORGANIZATIONS:

- Better Opportunities for Single Service Members
- Directorate of Personnel & Family Readiness
- Lewis Community Spouses' Club
- Family Readiness Groups
- Child & Youth Services
- American Red Cross
- Retirement Services
- Chapel Programs
- Boy/Girl Scouts
- Santa's Castle
- Fisher House
- Golf Courses
- Key Spouses
- Thrift Shops
- Museums
- Libraries
- Schools
- MWR
- USO



Installation Volunteer Corps Office, 253-967-2324

November 2018



Making A Better
**TOMORROW
TODAY**



**Joint Base Lewis-McChord
Installation Volunteer
Corps**

**Family Resource Center
Building 4274, Idaho Avenue
Joint Base Lewis-McChord, WA 98433**

(253) 967-2324

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STEP 1 –

REGISTER ONLINE

1. Go to www.myarmyonesource.com
2. Click on the LOGIN tab or “Register” at top right of page.
3. Click “Join Now”.
4. Input your information. Under the Military Community affiliation drop down tab, locate “LEWIS-MCCHORD” under heading IMCOM R.
5. Anything with “*” is a required field.
6. Click on CONTINUE.

Review information ~ if correct, click “REGISTER”



STEP 2 –

SELECT VOLUNTEER OPPORTUNITIES

1. Go to www.myarmyonesource.com
2. Click on LOGIN tab at top of page, input your user name and password.
3. Click on the “Volunteer Tools” box located in the top right corner.
4. Under “Opportunity Locator Tab: select by Organization Group and Organization using the drop down bar. State/Region should list “all” and leave Postal Code empty. Click on SEARCH to see positions.
5. Select a position by clicking on the blue position title.
6. If this position suits your needs, click on APPLY.
7. Review your information and fill in additional information on next screen, click SUBMIT APPLICATION.
8. Once your application has been submitted an automatic confirmation email will be sent to you. After your application has been accepted by the organization point of contact, you may begin volunteering and then continue to Step 3.

**Only current OPEN volunteer positions will be viewable to the public.

STEP 3 –

RECORD HOURS

1. Go to www.myarmyonesource.com
2. Click on the LOGIN tab at top right of page.
3. At top of right of page click “Volunteer Tools”.
4. Click the “Volunteer Activity” tab. Your AVC Volunteer positions will be listed. Click “hours” to the far right of the position.
5. If you want to update several days of service, click ADD FOR OPEN DATES.
7. If you want to update one day of service, click ADD FOR DAY.
8. If you want to update for a past month of service, click ADD FOR PERIOD.
9. Input the hours contributed, then click SAVE.
10. You can edit hours and document notes by clicking on “edit”.
10. When finished inputting hours, click **DONE**

ENTRY DEADLINE:

For administrative reporting deadlines, all time entries must be completed no later than the 13th of the following month. After the 13th, time entries for dates earlier than the current month must be submitted through the ADD FOR PERIOD option.