



Getting Started as a Volunteer with Jeffco Partners in Education

HOW DO I REGISTER AS A VOLUNTEER?

[Click here](#)

or navigate to the Jeffco Public Schools district website, click on the community tab, and then click learn more under the Volunteer section, the link to register lives here.

During registration you can also select the schools where you want to volunteer and whether or not you want to receive notifications of opportunities at those schools.

What happens after I register as a volunteer?

Soon after you complete registration you will receive an email confirming your account is active. You will need an active volunteer account to sign-up for school opportunities and to sign-in to manage your account.

If you signed up for notifications about upcoming school events you will start receiving email messages with details of those opportunities. You may also receive email notifications directly from the staff at the schools when they are recruiting volunteers or have important information to share.

How do I find out about opportunities to volunteer at my school(s)?

There are three distinct ways to find out about volunteer opportunities at Jeffco Public Schools..

- 1** First, when you register or update your account you can choose to receive notifications whenever a school where you want to volunteer adds a new opportunity.
- 2** Second, you can visit the district websites and navigate to the volunteer page where you will see a link to 'view volunteer opportunities'. This will take you to the Jeffco Partners in Education system page where you can filter and search for opportunities.
- 3** Third, as schools need volunteers for upcoming events they can reach out to you directly and ask you to sign-up to volunteer.

How do I sign-up for an opportunity at a school?

From either an email you receive about a volunteer opportunity or the 'Active Opportunities' webpage of the Jeffco Partners in Education system you can click the SIGN UP link for that opportunity. If there is an assigned coordinator for that opportunity you can reach out to them before or after signing up. There will be an email icon next to their name when viewing the opportunity details.

If the opportunity is a recurring opportunity, or if it involves shift selection, as part of the signup process you will be able to select your shift or date.



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HOW DO I LOG HOURS FOR THE TIME I SPEND VOLUNTEERING?

Navigate to the Jeffco Partners in Education site and login to your volunteer account. Using the 3-bar menu in the upper left corner of the page navigate to Volunteers, then Opportunities. From the list of Matched Opportunities find the one for which you want to log your time. Then click on the number in the HOURS column. This will open a pop-up window for you to input or update your volunteer hours.

The system will only allow you to log hours on the dates that are prescribed for that opportunity, and only dates that have already arrived or passed (including today).

Is there a way to use the Jeffco PIE system on my phone?

Yes. Use the browser on your phone to visit the landing page of the Jeffco Partners in Education system, which you can find from the Jeffco Public Schools website. On the landing page you can bookmark that page on your Android or Apple phone. Once you have a bookmark you will be able to navigate around the site to view and sign-up for opportunities and sign-in to your account on your phone.

Can I cancel after I sign up?

Yes.

To cancel you need to sign-in to your Jeffco Partners in Education account and then from the 3-bar menu navigate to Volunteer > Opportunities. This will show all the opportunities you signed up for during the school year. Use the cancel icon to alert the opportunity coordinator that you can no longer participate in the event or activity.