

## **Process to get a volunteer started**

1. When a new assignment or event is being planned that will utilize volunteers, a “Volunteer Job Description” (attachment A) will be completed and submitted to the Human Resources Department for approval prior to the start of the assignment. Each request will be evaluated on an individual basis. Volunteer assignments that pose work with a high level of risk exposure will not be approved.
2. A “Volunteer Application” (attachment B) is completed by all potential volunteers in either paper format or via the City’s online volunteer management system. If the paper copy is completed, the department liaison will enter the completed application information into the online volunteer system.
3. Volunteers who have supervisory or disciplinary responsibility over “vulnerable populations” (children, the elderly, individuals that are mentally or physically challenged), will be fingerprinted before the volunteer assignment begins.
4. Volunteers will sign a “Volunteer Release and Waiver of all Claims” (attachment C) before the volunteer assignment begins. The signed waiver is then forwarded along with the approved Volunteer Job description to the Human Resources Department. The receipt of all required paperwork will be entered into the online volunteer management system. The volunteer coordinator is responsible for keeping a copy of the waiver (for emergency contact information purposes).
5. Volunteers will not begin working until the above steps have been completed and results are entered into the volunteer management system
6. A brief orientation will be conducted by the department to include:
  - a. Review of the approved Volunteer Job Description
  - b. Information about the City, the assigned department, and the specific volunteer activity
  - c. Safety information and training for the assignment
  - d. Notification of the next new employee orientation/bus tour (attendance is optional)

**For any questions regarding the volunteer process, please contact the Roseville Volunteer Center at 774-5209.**