

# MUNICIPAL VOLUNTEER PROGRAM

COMPLETE THE FOLLOWING FOUR STEPS TO BEGIN SHARING YOUR TIME AND TALENTS AS A **CITY OF RIVERSIDE VOLUNTEER**

## STEP 1: CREATE AN ACCOUNT



To get started, go to [RiversideCA.gov/Volunteer](https://RiversideCA.gov/Volunteer). Click on the **Volunteer Hub** button. Click on the **Sign Up** button. You will need an email address to create an account. During the registration process, you will be prompted to **share your interests** so that we can better match you with current or future opportunities.

## STEP 2: FIND AN OPPORTUNITY



Browse the various opportunities. Take note of the **duties, qualifications, time commitment, and special instructions**. For some positions, you are required to speak to someone before applying online.

## STEP 3: RESPOND TO AN OPPORTUNITY



Express your interest by clicking **'RESPOND.'** You will be prompted to provide additional information. **Thanks! Your interest has been registered.** You will receive an email with next steps which depends on the volunteer opportunity and department-specific selection process.

## STEP 4: COMPLETE THE BACKGROUND CHECK PROCESS



If selected to become a volunteer, you will be **contacted by the Human Resources Volunteer Division** and invited to complete a Live Scan (background check). Once you have been cleared, you and your new supervisor will be notified by email.

Begin volunteering & changing lives - including your own!



For information and details, visit

[RiversideCA.gov/Volunteer](https://RiversideCA.gov/Volunteer)