



City Manager's Report
June 12, 2012 City Council Meeting
Prepared By: Cleve Morris

Item#: 12.4

Subject: Review Proposed Volunteer Program

Discussion: Earlier this year, the Council held two Neighborhood Chats to obtain input from the public. As a result of those meetings, Council set a goal to establish a Volunteer Program to better use the skills and talents of those members of our community who may be willing to volunteer. The attached documents present a proposed Volunteer Program that would utilize the skills and abilities of various volunteers. The program is patterned after one being used in the City of Saratoga.

The Volunteer Program will allow the City to use valuable resources of the public to fill in where staffing levels no longer can provide a service. The program would invite volunteers on several levels including the following:

- Gold Bug Park
- Miscellaneous Clerical and Data Entry
- Recreation Program Assistant
- Grant Writing Assistance
- Park Maintenance
- Public Works Maintenance
- Police Volunteers: SHIELD (Senior) and Cadet (Youth)
- Other

The benefits to the volunteers are as follows:

- Gain experience for future employment
- Increase skills for more employment opportunities
- Fulfill a school requirement
- Make a difference in our community

The attached forms provide the application process. Applicants would be interviewed and placed in a volunteer position based on their desire and the needs of the City. Some positions may be available on an ongoing basis and others would be on an as-needed basis. As part of the program the City would be required to provide worker's compensation. No compensation would be provided as part of the volunteer work, however, if expenses were incurred, such as mileage, reimbursement could be provided for such expenses. At this time, the program is only being

provided for assistance with City functions. In the future it could be expanded into other areas to provide assistance to schools and other organizations.

Cost: No costs are anticipated at this time.

Budget Impact: None.

Recommendation: Review Proposed Volunteer Program.



M. Cleve Morris, City Manager

City of Placerville Volunteer Program Information

The City of Placerville is proud of the citizens who contribute time and talent to the City's programs. We have a regular need for volunteers to help in City offices and with our recreation programs.

Benefits of Volunteering:

Gain Experience
Increase Your Skills
Fulfill a School Requirement
Make a Difference in Your Community

Typical Positions:

Gold Bug Park
Miscellaneous Clerical and Data Entry
Recreation Program Assistant
Grant Writing Assistance
Park Maintenance
Public Works Maintenance
Police Volunteers: SHIELD (Senior) and Cadet (Youth)
Other

If you would like to volunteer, please fill out the Volunteer Placerville Information form, mail or turn it in to the appropriate address listed below or email as a PDF. You may also contact the coordinator for assistance. Please note office hours: Monday through Thursday, 8:00 a.m. to 5:30 p.m.

Volunteering in the City Offices

Susan Zito
3101 Center Street
Placerville, CA 95667
Phone: 530.642.5531
Fax: 530.642.5538
szito@cityofplacerville.org

Volunteering in Recreation

Steve Youel
549 Main Street
Placerville, CA 95667
Phone: 530.642.5232
Fax: 530.642.5236
syouel@cityofplacerville.org

Volunteering for Emergency Response Teams: Community

Susan Zito
3101 Center Street
Placerville, CA 95667
Phone: 530.642.5531
Fax: 530.642.5538
szito@cityofplacerville.org

The following volunteer positions are usually open and ongoing. Please contact Susan Zito for current information. Don't see what you are looking for? We can always use help in a variety of areas, so contact a volunteer coordinator and tell us what you want to do – we'll see if we can use you!

Position: Office Administration (2-3 positions)
Description: Clerical tasks
Dates(s) of Service: Ongoing, flexible to your schedule
Responsibilities: Varied
Qualifications: Depending on tasks, computer skills helpful
Time Commitment: 1-3 hours per week, flexible
Location: City Offices
Contact: Susan Zito, Volunteer Coordinator
530.642.5531, szito@cityofplacerville.org. Contact by email anytime; by phone Mon.-
Thurs. 8:00 a.m. to 5:30 p.m.

Scouting and Group Volunteering

We also welcome scouts who would like to contribute to the City of Placerville through the implementation of their Eagle or Gold project, and groups or organizations for seasonal work, e.g., filling sand bags. Groups may fill out the shortened Group Application form. We ask that volunteer hours are tracked, which can be done either on the Group Application or by using the Group Volunteer Timesheet.

Senior Center Volunteering

If you would like to volunteer for the Senior Center, please visit Senior Center Volunteering. The Senior Center is an independent organization.

VOLUNTEER PLACERVILLE Form

Thank you for your interest in volunteering for the City of Placerville.
Please complete the following information so we might successfully match you with an opportunity.

PERSONAL INFORMATION (Please write legibly)

Last Name _____ First Name _____

Address _____ City _____ State _____ Zip Code _____

Home Phone () _____ Work () _____ OK to call at work? _____

Cell Phone () _____ Email _____

Please check if volunteering is for:

School Requirement,
Hours required _____

Scouting Requirement
 Court Ordered

Educational Background:

High School Current Grade Level or Years Completed _____
 College Major _____

Volunteer Experience:

Agency _____ Position _____

Work Experience (Optional):

Employer _____ Position _____

Are you interested in a continuous assignment?

Yes No Possibly

Interests: In which of the following areas would you like to participate? (Check as many as apply; your form will be directed to the appropriate organization)

Clerical/Data Entry Seasonal Camps * Parks
 CERT (Emergency Response Team) a. Children's Art Classes Other _____
 b. Children's Sports Camps

*Summer, winter and spring breaks only—limited availability

Availability (Please be specific):

Month	Days	Hours

Have you ever been convicted of a misdemeanor (excluding moving violations) or a felony or been on parole or probation? (A "yes" to this question is not an automatic bar to acceptance as a volunteer)

Yes If "Yes," please explain: _____
 No _____

I hereby certify that all statements made in this application are true and I authorize investigation of all matters contained in this application. I acknowledge that any false statements or misrepresentations on this application will be cause for refusal of placement or immediate dismissal at any time during the period of my placement. I am aware that fingerprinting and a background investigation will be required before placement involving children and/or any other sensitive position.

Signature of Applicant: _____ Date: _____

VOLUNTEER PLACERVILLE Group Form

PERSONAL INFORMATION (Please write legibly)

Last Name _____ First Name _____

Address _____ City _____ State _____ Zip Code _____

Home Phone () _____ Work () _____ OK to call at work? _____

Cell Phone () _____ Email _____

MINOR'S RELEASE **(Needs to be 14 or older)**

I hereby give permission for my child to participate in Placerville's Volunteer Program. I understand that he/she is working on a voluntary basis and there exists no employment relationship between my child and the City of Placerville. I further agree to hold harmless the City of Placerville in regard to any personal injury sustained by my child during the time he/she is engaged in the voluntary activities with the City.

Parent's signature: _____ Date: _____

VOLUNTEER PLACERVILLE EMERGENCY FORM

Emergency contact:

Name: _____ Relationship to volunteer: _____

Home Phone: () _____ Work Phone: () _____

Are there any health conditions or medications that we should know about in case of emergency?

Yes No If "Yes," please explain: _____

VOLUNTEER AGREEMENT

The City of Placerville will provide the Volunteer the following:

- Training and orientation to allow the Volunteer to meet the responsibilities of his/her position.
- Letter of acknowledgement (upon request).
- Worker's Compensation benefits in case of injury. Must be a registered Volunteer with the City and must regularly submit timecards.
- The same respect given to paid City staff and deference given to a valuable City asset.

I, [name] _____, as a Volunteer for the City of Placerville agree to the following:

- Perform my duties to the best of my ability.
- Record hours on timecard (or note below) and submit them to the Volunteer Placerville office (City Manager's office) at the end of the assignment.
- Observe policies and procedures of the City and the department where assigned.

I hereby certify that all statements made in this application are true and I authorize investigation of all matters contained in the application. I acknowledge that any false statements or misrepresentations on this application will be cause for refusal of placement or immediate dismissal at any time during the period of my placement.

Volunteer signature: _____ **Date:** _____

[address]

[phone]

[email]

Dates(s) worked on project: _____

Total volunteer hours: _____

(If hours are recorded on timecard, submit timecard with this form)

Project name or location: _____