

To: Community Priorities Advisory Committee

From: Dominick Casey, Assistant City Manager



Date: November 6, 2017

Subject: Volunteer Program

In response to questions and recommendations raised by the CPAC, the following information provides background information regarding the City of Roseville's fairly robust Volunteer Program.

The City relies heavily on volunteers. A significant number of City of Roseville departments utilize volunteers in a variety of capacities. Volunteer contributions are a value-added enhancement to City services and provide the volunteer with a unique perspective of the functioning of City government. Here are some examples of individual department volunteer opportunities in 2016-17:

Public Works

Roseville Bikefest - Approximately 100 volunteers volunteered 700 total hours for Roseville Bikefest. The volunteers provided valuable bike safety information to the over 550 event attendees. Transit Ambassadors - Transit Ambassadors contributed 469 volunteer hours assisting passengers on public transportation and providing support to staff at outreach events throughout the south Placer region.

Police

Volunteers are utilized throughout the Police Department in a variety of units including, Patrol, Dispatch, Records, Property, Investigations, Community Services and Social Services. Our volunteers patrol the City as "eyes and ears" of the department and provide Vacation House Checks, crime prevention education to the community and child safety information taught to our elementary school students. The volunteers augment staff by processing crime reports, citations and background checks. They coordinate and manage several permit related services, community outreach and special events. We have 65 volunteers who contribute up to 30,000 hours annually.

Fire

Fire uses community volunteers at individual stations to assist with administrative tasks, inventory control, and answering phones. Volunteers are also used at the Fire Training Center assisting in public education classes, fit testing equipment, and site scheduling. Currently the Fire Department has 13 volunteers, working about 1500 volunteer hours.

Parks, Recreation & Libraries

Parks uses community volunteer groups to assist with trash pickup, tree and shrub plantings, installing bark, painting, etc. Last year they had 675 volunteers providing assistance for parks projects totaling 2,200 hours.

Recreation uses volunteers to assist with senior support programs and answering questions at the senior assistance desk. There are also a large number of volunteer coaches for youth flag football. Last year a total of 132 volunteers provided 4,510 of volunteer hours in recreation.

In our libraries, volunteers are relied upon to take the lead on a variety of programs such as storytime, literacy tutors, homework help and VolunTeen projects. The library had 123 volunteers in the last year for a total of 5,606 hours.

Maidu Museum & Historic Site has a dedicated volunteer group who provide school tours, oversee the gift shop and assist with trail maintenance/plant restoration. Last year's volunteer hours at Maidu Museum was 3,801 from just 35 individuals.

Total volunteer hours for Parks, Recreation & Libraries is 965 people for a total of 16,117 hours, which is the equivalent to the work hours of nearly eight full time positions.

The services provided by these individuals are diverse and far reaching. Last year, more than 400 volunteers contributed more than 60,000 hours to at least 15 city-sponsored programs. That asset has been valued at more than \$1,000,000. The citywide volunteer program includes departments other than the five outlined in this memo.

Attachment: City of Roseville Volunteer Opportunities

City of Roseville Volunteer Opportunities

www.roseville.ca.us

Residents – Volunteer Center

(916) 774-5209

Volunteer@roseville.ca.us

Fire Department

Volunteering at the Roseville Fire Department requires:

- RFD volunteers must be at least 21 years of age
- RFD volunteers must make a minimum 1 year commitment of service to the Department
- RFD volunteers must serve a minimum of 4 hours per week
- RFD volunteer service will take place during normal business days of Monday - Friday and normal business hours of 8am - 5pm
 - RFD volunteers will serve hours at the Fire Administration Office at 316 Vernon Street and may undertake special projects at any of the City Fire Stations or the Fire Training Center
 - We are accepting applications year around, but hold interviews once per quarter

Currently, the City of Roseville Fire Department has two types of volunteers:

Fire Administration Volunteer

The Majority of this service is done at the Fire Administration Office at 316 Vernon Street working on Community Relations, Public Education, and Fire & Life Safety Programs. Projects may include coordinating Fire Safety Rallies for Elementary Schools, marketing the Vial of Life Program, promoting Community Risk Reduction activities, or speaking to residents and groups about fire safety.

Fire Service Volunteer

The majority of service is done at the Fire Training Center doing hands-on work that supports municipal Fire Service. If you're interested in Firefighting as a career, this is the assignment for you. This is not a "Volunteer Firefighter" position rather a support position to assist the Department and its personnel. As a Fire Service Volunteer you will not be placed in live fire situations. Again, this will be a great introduction to Fire Service but you won't get any live fire experience. Please note that we have a 3-6 month waiting period for Fire Service Volunteer positions.

For more information please contact Jenny Neeley at (916) 774-5849 or jneeley@roseville.ca.us

Information Technology

The Information Technology department uses volunteers to assist the Service Desk staff in maintaining City computers and software as well as assisting users.

For more information please contact Amber Chirigotis at (916) 774-5158 or achirigotis@roseville.ca.us

Libraries

Volunteers are needed at all three Roseville Library locations for new and exciting positions as well as the traditional shelving and shelf reading. Each library location offers a variety of engaging opportunities from helping with special events to Computer Tutors! Benefits include gaining valuable professional experience, sharing your skills with others, and meeting new people. Hours and scheduling are flexible. Help the library improve its service to the surrounding community by volunteering today!

Veterans Resource Center – This is a dedicated space for veterans and their families. Trained volunteers help veteran's access benefits and resources. Books, magazines, DVD recommended by the State Library and California Department of Veterans Affairs.

For more information please contact Jordan Mahallati at (916) 746-1218 or jmahallati@roseville.ca.us

Maidu Museum and Historic Site

Volunteers are needed for many position at the museum. Even if you like working behind the scenes we have important volunteer positions for everyone. A team of docents lead tours of the museum and historic sites and help teach children who gain valuable cultural knowledge. We are also looking for volunteers for exhibit design and construction, data entry, front desk/gift shop assistants and special event assistants.

For more information please contact Mark Murphy at (916) 774-5936 or mmurphy@roseville.ca.us

FAB (Fifty and Better)

The Maidu FAB programs offer a wide variety of classes, activities, special events and services to anyone 50+. Volunteers are needed to assist in data entry and in the various program activities.

For more information please contact Denise Watry at (916) 774-5985 or dwatry@roseville.ca.us

Police Department

Roseville Police Volunteer Requirements:

- Volunteers must be at least 18 years of age.
- Volunteers must make a minimum 1 year commitment of service to the Department.
- Volunteers must serve a minimum of 4 hours per week or equivalent to 200 hours in a 12 month period.
- Volunteer hours are dictated by the chosen volunteer opportunity. We are open 24 hours a day, 7 days a week.
- We are accepting applications year around, but only hold interviews when positions are vacant.

All police volunteer applicants must complete a volunteer application. All applicants will be notified of upcoming interview dates. Those chosen from the interview process will submit to a full background check, fingerprint submission and CVSA (Computer Voice Stress Analyzer). The background process can take in excess of 8 weeks.

For more information please contact Traci West at (916) 746-1081 or twest@roseville.ca.us

Public Works

School Crossing Guard

The Safe Routes to School program is now accepting applications for a new volunteer program. SRTS is looking for individuals 18 years of age and older to serve as Crossing Guards at elementary schools in West Roseville. Public Works department staff is coordinating this program.

Why volunteer as a School Crossing Guard? “The Presence of adult crossing guards can lead to more parents feeling comfortable about their children walking or bicycling to school”.

- Help Children cross the street safely
- Remind drivers of the presence of pedestrians
- Be a role model for children
- Get to know and give back to your community

Commitment is flexible. You can volunteer five days a week or as little as two hours/one day a week. For more information please contact Yvonne Woosley at (916) 774-5351 or e-mail ywoosley@roseville.ca.us. All training and equipment will be provided.

Bike/Walk Ambassador

Now looking for adults 18 years and older who enjoy biking or walking, getting active and who want to help others in Roseville! Help enrich our community by volunteering as a Bike/Walk Ambassador. You'll be:

- Helping teach students and parents how to safely bike to and from school
- Educating Roseville's trail users on how to Share the Trail
- Engaging the community at events

By donating just a few hours a month, you will gain more than you give. For more information, contact Sue Schooley at (916)746-5365 or e-mail bikewalk@roseville.ca.us

Transit Ambassador

The Alternative Transportation Division of Public Works is seeking volunteers for the Transit Ambassador Program of South Placer County. Do you ride Roseville Transit? You can use your experience as a volunteer in this program to help others learn to ride the bus. Would you like to learn how to ride Roseville Transit and then help others? A free training program is available. Volunteers help transit riders at bus stops, on the bus and at community and regional events. The goal of the program is to help new transit riders get comfortable using Roseville Transit and other transit providers in the south Placer region.

Volunteers are asked to commit 5 hours per month to the program and the schedule is flexible. Please call Jeannie Gandler at (916) 746-1289 or e-mail jgandler@roseville.ca.us for more information!

Utility Exploration Center

Volunteer for the Utility Exploration Center to help make a difference in your community. We welcome people with a range of backgrounds and experience. Most of all, we are looking for those who have a love of learning and sharing ideas, a passion for living sustainably and a commitment to giving back to the Roseville community. Volunteering at the Center brings opportunities to meet people and make new friends, to learn, to be creative, to teach and to share your passion and skills in a fun and stimulating environment.

Interpretive Docents

Lead curriculum-based tours and educational activities for students, youth groups, and adults -- both at the Center and off-site. They attend continuing education classes and assist staff with updating and evaluating school and interpretive programs.

Customer Service

Staff our help desk, assist visitors with questions about City services, represent the Center at outreach/special events, maintain educational and other materials and promote the Center's message to a variety of audiences.

For more information contact Melissa Kinsey, volunteer coordinator, at (916)746-1553 or via email at mkinsey@roseville.ca.us.

Environmental Utilities

Adopt-A-Creek

Work on maintenance projects to help sustain the health and beauty of Roseville's local creeks. Projects include trash pickup and invasive plant removal. More complex projects, such as tree planting or creek restoration, are available but must be reviewed and approved by City staff.

Annual Events:

Earth Day – April 22, 10am to 3pm – Utility Exploration Center

Live music, food, activities, animals, science experiments.

Yomen – April 29, 10am to 2pm – Parks and Recreation – Festival from the Local Native Peoples celebrating the coming of spring.

Dancing, storytelling, children activities, tours, crafts, food.

Bike Fest – Fall – Alternative Transportation

Obstacle courses, entertainment, demonstrations, prizes, helmet fitting and bike inspections.

Big Truck Event – July – Every Thursday - bring out the big trucks the City uses and demonstrate operating the vehicles. Examples: garbage truck, electric trucks.

How to Apply:

Apply on the City of Roseville Website – Volunteer Center Page

List of activities, click on the activity list to apply electronically

or mail an application to 311 Vernon St Roseville, CA 95678 Human Resources.

Each departments has their own interview process.

All volunteers are required to submit a waiver and go through a fingerprint/ background check process.

Groups are eligible to volunteer at a one-time event without the fingerprint/ background check process if your group signs a hold harmless agreement.
