



CITY OF COCOA BEACH **VOLUNTEER PROGRAM**

Application: As a potential volunteer, please complete a Volunteer Application Form.

Personal Interview: Upon review of the application, the City Clerk's Office will interview you regarding your skills, qualifications and interests. We will try to match your preferences and skills with the most appropriate volunteer position.

Orientation: You will be introduced to the City of Cocoa Beach's Volunteer Program:

- Purpose and Goals
- City of Cocoa Beach organizational chart.

Placement: An initial interview will be arranged for you to meet with the Volunteer Supervisor in the department chosen. This will give you an opportunity to further discuss the volunteer duties and the department's function.

City Policies and ID Card: Upon placement with a department, you will meet with Personnel for an explanation of City policies, ID Card and finger printing (if required).

Orientation and Introduction to Department: After a placement has been made, you will be introduced to the department and orientated to the following by your supervisor:

- Introduction to staff and tour of facility and City Hall.
- Function of department, office, programs and services.
- Certain positions require a background check and finger printing.

Duties and Responsibilities: Your Volunteer Supervisor will review with you aspects of your volunteer position, such as:

- Volunteer job description and responsibility.
- Hours you are available to volunteer.
- Please sign in and out on the Hours Record Log.

Training: Your Volunteer Supervisor will explain the assignment, describe the necessary skills and demonstrate any equipment to be used. Handling of equipment should be in compliance with on the job safety rules.



THE CITY OF COCOA BEACH VOLUNTEER PROGRAM



The City of Cocoa Beach's Volunteer program encourages its citizens to contribute their valuable time and talents to a variety of jobs on a volunteer basis. The purpose of the volunteer program is to expand and enhance the delivery of quality services by promoting citizen participation in City government. This program is designed as an way for citizens with a variety of backgrounds and experiences to participate in City government.

GOALS OF THE VOLUNTEER PROGRAM

- To recruit and train a pool of volunteers.
- To provide a positive experience for volunteers.
- To promote community involvement.
- To help citizens develop a working knowledge of City operations.
- To provide volunteers with an opportunity to share their knowledge and expertise with the City and enrich the quality of life within their community.

PROCEDURES

City Clerks' Office

1. Volunteer fills out application in City Clerks' office.
2. City Clerks' office will conduct a short interview to determine areas of interest, skills, hours available, explain the Volunteer program.
3. City Clerks' office will check with department of interest to determine need and forward copy of Volunteer application.
4. Department will contact Volunteer, schedule interview. Department will send application back to City Clerks' office following interview.
5. City Clerks' office will keep all non-active volunteer applications on file.

Personnel

1. After department selects Volunteer, City Clerks' office will forward application to Personnel.
2. Personnel will contact Volunteer to set up appointment for explanation of City policies (Safety, Sexual Harassment, Email, if applicable), ID card, finger printing (if applicable) and emergency contact info.
3. Personnel issues ID number and card.
4. If computer access is needed, Personnel contacts MIS and forwards email/internet access user change form to MIS.
5. Personnel keeps all active Volunteer applications.