



BETTER IMPACT

GUIDE FOR VOLUNTEERS

Step 1

- Go to City of Santa Ana [Website](#)
 - Community Tab
 - [Volunteer with the City](#)

This is what you will see:

The screenshot shows the City of Santa Ana website. At the top, there is a banner image of the city skyline at night with the text 'City of Santa Ana'. Below the banner, the text 'City of Santa Ana' is displayed on the left, and 'Log in to your account' is on the right. A yellow search bar is visible on the left. The main content area contains a welcome message: 'Thank you for your interest in volunteering with the City of Santa Ana. The City of Santa Ana welcomes volunteers who want to share their time, energy and talents to make the City of Santa a better community. Volunteers help enhance City programs.' Below this, it states 'The City of Santa Ana accepts volunteers ages 12 years and older.' and 'Please click on each City Department to see the volunteer opportunities they have to offer:'. A bulleted list follows: Parks & Recreation Department (Ex: Youth Sports & Senior Centers), City of Santa Ana Public Library (Ex: Tutoring & Friends of the Library), The Santa Ana Zoo (Ex: Animal Handler & Docent), Planning & Building (Ex: Internship), Public Works (Ex: Internship), and Santa Ana Police Department. A final bullet point says 'To view volunteer opportunities with the City of Santa Ana Community Development Agency, IT Department, Human Resources, and Clerk of the Council, please click here'. At the bottom, it says 'To sign-up to volunteer with any Department (excluding the Police Department), you will need to complete:' followed by a numbered list starting with '1. Online Volunteer Application'.

Step 2

- Please click on each City Department to see the volunteer opportunities they have to offer:
 - Parks & Recreation Department** - Ex: Youth Sports & Senior Centers
 - City of Santa Ana Public Library** - Ex: Tutoring & Friends of the Library
 - The Santa Ana Zoo** - Ex: Animal Handler & Docent
 - Planning & Building** - Ex: Internship
 - Public Works** - Ex: Internship
 - Santa Ana Police Department**
 - To view volunteer opportunities with the **City of Santa Ana Community Development Agency, IT Department, Human Resources, and Clerk of the Council**, please click [here](#)

Step 3

- Once you have decided which volunteer position you want to apply for, go to that Department's page (Ex: Parks & Recreation Department)

This is what you will see:



Santa Ana Parks and Recreation

Welcome to the City of Santa Ana's Parks, Recreation & Community Services Agency volunteer page. We look forward to providing you with a rewarding volunteer experience. We value your time and experience and are excited about the impact your service as a volunteer will have in our community.

The following are some of our current volunteer opportunities:

Youth Sports Program

- Co-Ed Rookie Baseball
- Co-Ed Flag Football

To learn more about Youth Sports volunteer opportunities call America Robledo at (714) 647-6556, or email: ARobledo@santa-ana.org

Senior Services

- Front Desk Clerk
- Activity Assistant
- Lunch Program Assistant
- Special Event Volunteer

To learn more about Senior Services volunteer opportunities at Santa Ana or Southwest Senior Center, please contact:

Santa Ana Senior Center - 424 W. 3rd St., Santa Ana, CA 92701

Nick Galvan at (714) 647-6547, or email: NGalvan@santa-ana.org

Southwest Senior Center - 2201 W. McFadden Ave., Santa Ana, CA 92704

Rocio Meza at (714) 647-6742, or email: RMeza@santa-ana.org

- Click Fill in an application
- Read the Volunteer Agreement**

I would like to volunteer

Fill in an application

Already use MyImpactPage.com to volunteer with this organization?
[Log in to your account](#)

Get Social

Share this   



Application Form - Santa Ana Parks and Recreation

Volunteer Agreement

I understand that my individual services are being offered on a voluntary basis without anticipation of any payment by the City and I still indemnify and hold harmless the City of Santa Ana, it's Boards and Commissions and their officers, agents, volunteers and employees from and against all claims, demands, loss or liability of any kind or nature for any possible injury or damages incurred during my volunteer service.

I understand that I will be required to go through a screening process and/or background check.

I agree to cooperate with the City's Volunteer Program Policies and Procedures.

I also understand that there is a possibility that I may be interviewed, photographed and/or videotaped during my volunteer shift, and I hereby allow the City staff to use the photographs, interviews, and/or video materials for City publicity purposes.

- Create a MyImpactPage.com Account
 - Create a Username
 - Type in your Email Address
 - Verify you Email Address
 - If you agree with the Volunteer Agreement, **Click** “I agree to the City of Santa Ana Agreement”
 - Save & Continue

Step 4


- Create a Password
 - Confirm Password
- Fill in your Contact Information
- Verify you are not a robot
- Save & Continue

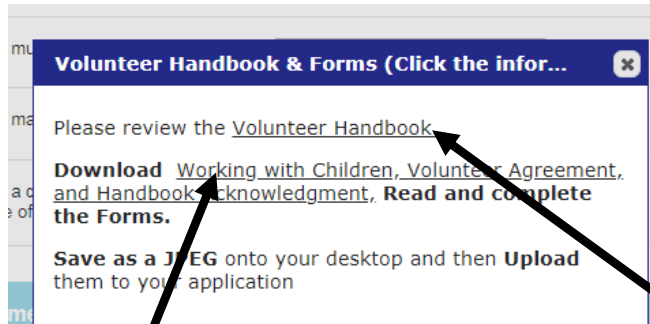
Step 5

- Fill out the Volunteer Application
 - General Availability
 - General Interests (Select which Volunteer Opportunity you are Interested In)
 - Qualification
 - Additional Info
 - About You
 - For Zoo Applicants: TB Clearance (**Please upload a copy of TB clearance, if within the past 3 years**)
 - Language
 - ID (**Required**) - You must attach a copy of a valid government issued ID or school ID
 - Education
 - Professional Licenses (if applicable)
 - Employment (if applicable)
 - 1 Reference

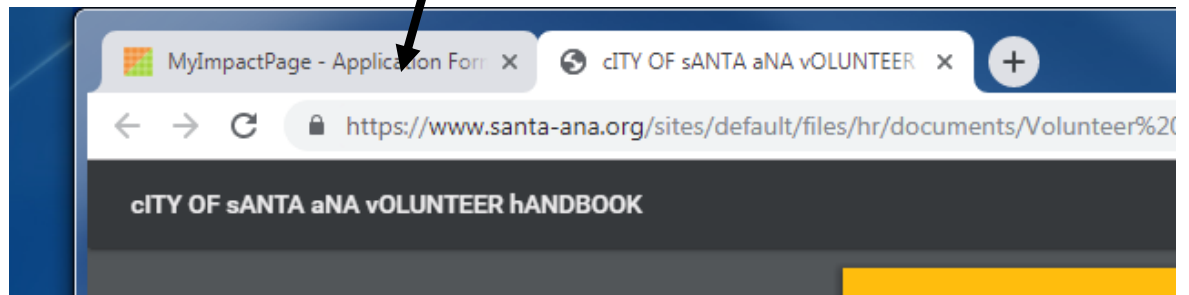
- Emergency Contact (**Required**)
- Mandated Hours
- Supplemental Questionnaire (**Required for those that want to volunteer with CHILDREN**)

Acknowledgments & Agreements

- Agree if the information provided is correct
- Click Yellow Information Icon 
- This screen will pop-up



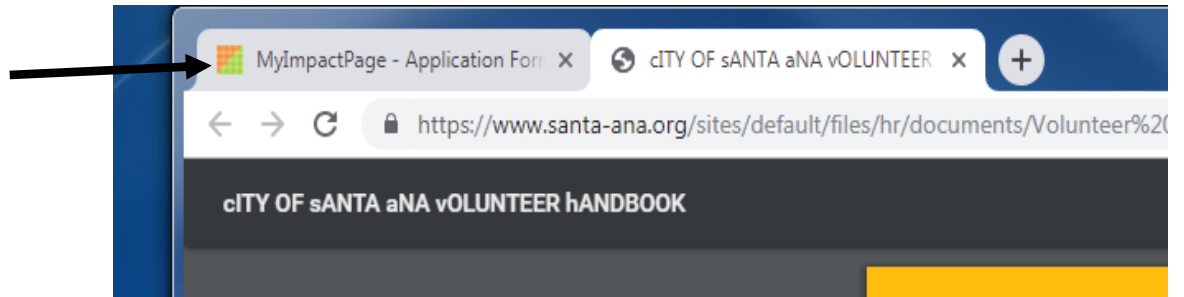
- Click on the **Volunteer Handbook** link
- The handbook will download in a new window
- Read the Handbook
- Go Back to MyImpactPage



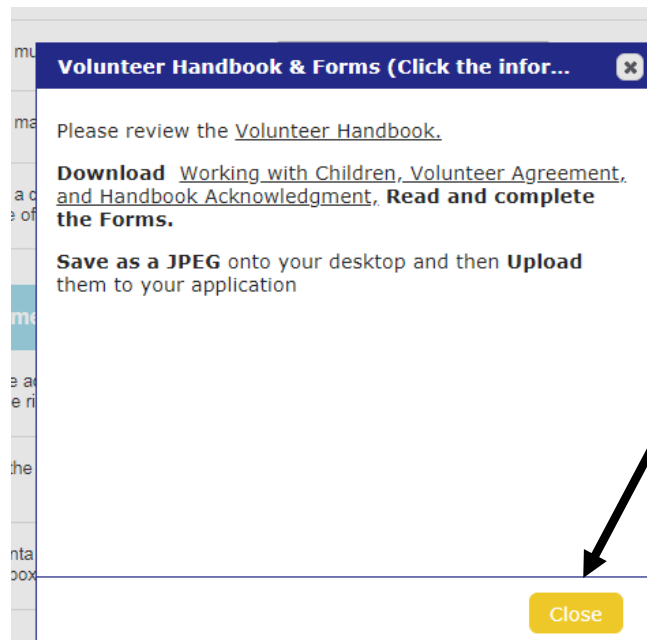
- **Download Working with Children, Volunteer Agreement, and Handbook Acknowledgment, Read and complete the Forms.**
- **Complete pages 15 (if working with children), 16, and 17**
 - **Department Assigned** (Ex: Library, Youth Sports, Special Events, Senior Center, Zoo)
 - **Volunteer Position** (Ex: Coach, Coffee Bar Attendant, Tutor, Farm Monitor)
- **Save**
 - Right Click
 - Print
 - Save as PDF
 - Save
 - Name the File
 - Save on your Desktop

- **Upload the File into your Volunteer Application**

- Go back to MyImpactPage – Application Form



- Close Volunteer Handbook Information pop-up window

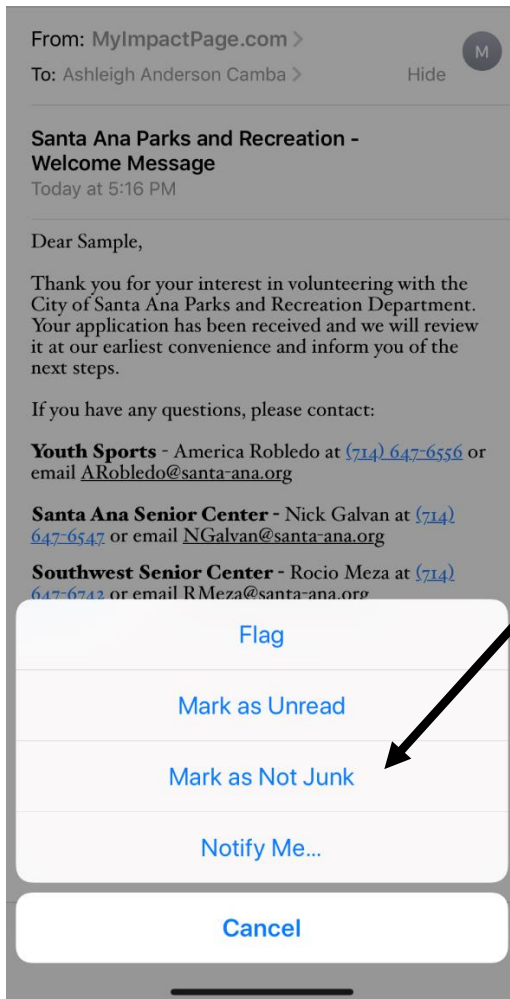


- Click Choose File
- Click on the File that you saved on your desktop
- Click Open
- Submit Application

- You will receive a confirmation email that your application was received.



- If you do not receive it, then check your **JUNK** mail. And Click Mark as Not Junk.



- A staff member will review your application and respond as quickly as possible.