

STAR

volunteer program

Glendale, Arizona

The City of Glendale supports two volunteer programs: the Glendale Star Volunteer Program and the Glendale Community Volunteer Program. These Volunteer Programs have many opportunities for community involvement. There have been more than 1000 volunteers that have joined together to make Glendale a better place to live. Our volunteers are an integral part of the city team. Many of our services depend heavily on our volunteers, such as our Community, Adult and Visitor Centers. Hours are flexible and can often be tailored to your schedule.

Benefits of Becoming a Glendale "Star"

There are many benefits that come with volunteering with the city of Glendale. Some of these are:

- **Job references**
- **Networking**
- **Work experience**
- **Gaining knowledge and new skills to expand your personal horizons**
- **Learning how your municipal government operates**
- **Serving with others who have pride in their communities**
- **Awards and recognition**
- **Making a difference in your community**
- **Making new friends**
- **Sharing your talents**



You Can Make a Difference!



Joining Glendale's volunteer team shows dedication to improving the quality of life in your city. Provided below is a brief description of the many opportunities available with the city's Volunteer Services Program. Each description below gives an overview of each program, and lists contacts for further information.

Where Can I Volunteer?

City Hall

Volunteers at City Hall participate in a variety of departments. Positions in these areas are as varied as the jobs held by city employees. Volunteers serve as receptionists, data entry technicians, office assistants, file clerks and code compliance inspectors to name a few. Volunteers must be at least 16 years of age. Time commitments vary by position. For more information, contact Human Resources at (623) 930-6092 or visit our web site at www.glendaleaz.com/HumanResources/Volunteers.

Library Department

The three Glendale libraries depend heavily on volunteers. Without them, they would not be able to provide the excellent service to citizens that they do. Volunteer opportunities at the libraries may include: shelving books, checking in materials, shelving media carts, running the drive-up window (Foothills library) and sorting and stocking book sale items. Volunteers must be at least 16 years of age (14 for certain Youth programs). Times and hours may vary. For details, call:

Michelle Schrade - (623) 930-3851
mschrade@glendaleaz.com - Main Library
Susan Coronado - (623) 930-3443 or
scoronado@glendaleaz.com - Velma Teague Library
Debby Dobler - (623) 930-3851 or ddobler@glendaleaz.com
- Foothills Library

Fire Department

The Fire Department has three areas for service:
Crisis Response Program volunteers assist Fire and Police

at incident scenes by providing emotional support for citizens in crisis conditions. Volunteers work in teams of two as they respond to traumatic situations including fire, drowning, mental illness, and death. Approximately 100 hours of training is required. Applicants must have a valid Arizona driver license (age requirement to drive is 21 years) and be able to pass a background check and drug test. For more information, please visit <http://www.glendaleaz.com/CrisisResponse/index.cfm> and click on the volunteer interest tab or call (623) 930-4400 and ask for Crisis Response.

The Fire Cadet Program is a partnership between volunteers and the Fire Department to assist the community in various areas. Cadets are required to donate a minimum of 24 hours per month. They are eligible for selection into the Fire Operations 1 & 2 class at Glendale Community College. Selection of 20 Cadets takes place twice a year and is a seniority participation process. Applicants must be at least 18 years of age, have a high school diploma or GED, a valid Arizona driver license and be able to pass a background check and drug test. EMT certification is preferred. Visit <http://www.glendaleaz.com/fire/volunteer.cfm#FireCadet> for more information

Safety Educator Program volunteers are trained to give fire and life safety presentations to senior citizens in assisted-care facilities, senior centers, HOA groups, cultural clubs and faith-based programs. Programs are also available in Spanish. For more information, visit <http://www.glendaleaz.com/education/firesafetyeducation.cfm> or call (623) 930-4400.

Police Department

The Glendale Police Department has many rewarding volunteer opportunities for citizens. If you are interested in serving your community, completing an internship, or gaining valuable work experience to enhance your career objectives, then consider a volunteer position with the Glendale Police Department. Positions are available in Detention, Records and Victim Assistance, to name a few. Positions are based on need. We also have an Explorer group for teens over 14 years old and who have graduated from 8th grade. To apply for volunteer positions other than Explorers, you must be 18 years old and successfully complete a background check

and polygraph (where indicated) and meet strict drug guidelines. For more information on these programs and other opportunities, contact Marie Shepherd at (623) 930-3305 or mshepherd@glendaleaz.com.

Friends of the Garden



The Friends of the Garden (FOG) volunteers assist the Water Conservation Office in maintaining the award-winning Glendale Xeriscape Demonstration Garden at the Glendale Main Library. FOG volunteers assist in

the care and maintenance of the garden, participate in monthly group workdays, help facilitate special events, assist in the Water Conservation Office and act as garden ambassadors. The time and talents the volunteers share provide the community with a unique garden experience. If you're interested in becoming a Friend of the Garden volunteer, please call the Water Conservation Office at (623) 930-3535. Volunteers must be at least 16 years of age to volunteer. No experience needed. Training is provided.

Visitor Center



Glendale Visitor Center volunteers interact with visitors from around the world and the state, answering questions and providing information about not only Glendale, but the entire state of Arizona.

The Glendale Greeter volunteer program utilizes our best resource, people who live and work in Glendale, and have a passion for their hometown! Greeters will provide a high-level of customer service skills to serve as visitor ambassadors and a community resource for Glendale during signature special events, at mobile visitor centers, community events and mega events. This highly visible team creates a welcoming and well-managed environment and requires proactive contacts with visitors to promote a tourist friendly atmosphere.

Volunteers must be at least 16 years of age and positions usually require a commitment of about 4 hours per week. Please contact Lorraine Pino at (623) 930-2955 or lpino@glendaleaz.com for more info.

Parks & Recreation Department

This department offers a great variety of opportunities citywide. Time commitment varies with position. Volunteers must be at least 16 years of age.

The Sahuaro Ranch Park Historic Area is one of the valley's oldest and most magnificent ranches and features historic buildings, a barnyard, orchards, and gardens.

Greeters/gallery assistants, history guides, animal care assistants, historic housekeeping assistants, special events assistants, museum catalogers/assistants and school-tour assistants are among the positions needed. Please contact John Akers at (623) 930-4206 or jakers@glendaleaz.com to learn more.

Other General Opportunities: volunteers are needed at the Adult and Community Centers, and the after school program and summer youth programs. Opportunities include recreation leaders, class instructors and receptionists to name a few. Please contact Christine Frederickson at (623) 930-2824 or cfrederickson@glendaleaz.com for more information.

Code Compliance

Volunteers play a critical role in the Code Compliance Department as they help to reduce the department's staff time on certain violations by removing illegal signs. Code volunteers provide invaluable assistance to the department, and the extra set of eyes helps beautify the city while fulfilling the goals of the department.

Code volunteers remove illegal signs from the city's rights of way that create visual blight. Whether it is a "yard sale" sign or a "for hire" sign, these signs found in the right of way are not allowed and volunteers remove thousands of these illegal signs annually.

Code Compliance volunteers are asked to commit to at least four hours a week and be able to drive a half-ton pick-up truck. All training and support is provided by Code staff. Also, Code volunteers are eligible for the usual benefits available to other city of Glendale volunteers. Please contact the Code Compliance Department at (623) 930-3610 for more information.

Glendale Community Volunteer Program

The Community Volunteer Program engages citizens for the overall benefit of Glendale. The program is designed to assist the community by providing opportunities for interested groups or organizations, assisting residents with certain needs, and planning projects for public benefit. Please call the Community Volunteer Program Coordinator at (623) 930-2915 or the Community Volunteer Hotline at (623) 930-2922 or e-mail CommunityVolunteers@Glendaleaz.com for more information.

How Can I Volunteer?

- Complete and submit an online Volunteer Application.
- On your volunteer application, please include **all** of the current volunteer opportunity title(s) you are interested in.
- Volunteer Applications will only be accepted for current volunteer opportunities.
- Any or all of the following may be required before placement in any volunteer opportunity: Fingerprinting, Reference Check, Substance Abuse Testing, and/or MVD check.



Human Resources Department

5850 West Glendale Avenue | Glendale, AZ 85301
(623) 930-2282

www.glendaleaz.com/HumanResources/Volunteers