City of Tawny Creek

Volunteer Program

The City of Tawny Creek constantly seeks new volunteers who would like to learn more about city government and how it operates, get to know staff members, and build community relations. Beyond that, volunteers also gain work experience and valuable skills by serving various city departments.

**Program Requirements**

To volunteer with the City of Tawny Creek, you must be at least 14 years old and interested in making Tawny Creek a better community. Most of the volunteer opportunities have very flexible hours, so it’s easy to contribute your skills while learning about our local government.

Individuals can volunteer for a one-time project or a long-term assignment. A wide variety of assignments is available, so it’s possible to find the best one for your skills and interests. A few of the opportunities include tutoring at one of the library branches, working at the City Museum as a docent, or helping remove graffiti.

Volunteers are also needed for various boards and commissions. Applications for these positions are processed by the City Clerk’s office. City boards and commissions help the community deal with the daily decisions that make Tawny Creek run well and constantly improve. To be eligible, you must be a citizen of Tawny Creek and be at least 18 years old.

**Volunteer Opportunities**

The opportunities to volunteer with the city are many. The library needs volunteers to help maintain and shelve magazines, help with circulation, put together handouts, assist with technology issues, help in the children’s department, and much more. The City Museum needs docents, help in the gift shop, organizers for special events, and help with various activities throughout the week.

The Parks and Recreation Department needs volunteers to help clean up the parks and assist with various special classes held throughout the year. This department is especially in need of individuals who are willing to assist in coaching the community sports teams. Contact information is provided for your convenience

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| Children’s Softball | | |
| Sponsor | Contact Person | Phone |
| Marks Family Jewelry | Craig Marks | (714) 555-1013 |
| Tawny Creek Sluggers | Ryan Blake | (714) 555-0286 |
| Levitt’s Plumbing | Marc Levitt | (714) 555-9544 |
| Reigeluth Insurance | Wesley Reigeluth | (714) 555-3096 |
| Blue Rock Cantina | Norm Weaver | (714) 555-6328 |
| Vogel’s Pizza | Sam Vogel | (714) 555-1180 |
| BWC Realty | Brandon Vaughn | (714) 555-3883 |

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| Children’s Basketball | | |
| Sponsor | Contact Person | Phone |
| Jarvis Consulting | Greg Jarvis | (714) 555-6201 |
| Longfellow Realty | Travis Folger | (714) 555-2024 |
| Will’s Wildcats | Will Harris | (714) 555-8525 |
| Yates Hardware | Larry Yates | (714) 555-2437 |
| Eagle Tools | Frank Varner | (714) 555-0039 |
| Tawny Creek Culinary Institute | Nate Hirsch | (714) 555-8400 |

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| Adult Co-ed Softball | | |
| Sponsor | Contact Person | Phone |
| Bagels and More | Lara Hoover | (714) 555-4048 |
| North Tawny Creek Hitters | Dominic Calzada | (714) 555-2533 |
| Karl’s Café | Nina Graves | (714) 555-2690 |
| Tawny Creek Cubbies | Zachary Walters | (714) 555-0419 |
| Warner Electric | Pia Warner | (714) 555-5124 |

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| Adult Co-ed Basketball | | |
| Sponsor | Contact Person | Phone |
| Reindel Publishing | Belinda Fonesca | (714) 555-1963 |
| Elegant Interiors | Victoria Brown | (714) 555-6076 |
| Jillian’s Jaguars | Jillian Flanders | (714) 555-7797 |
| Pumas | Paula Lopez | (714) 555-9277 |
| Sold Realty | Lauren Kowalski | (714) 555-7309 |

Some other opportunities include typing and copying in the Visitor’s Bureau, participating in the Keep Tawny Creek Beautiful campaign, helping with neighborhood cleanup events, and organizing efforts to revitalize various sections of the city.

**How to Apply**

First, register with Tawny Creek’s online employment services. This enters your information into the system so that your information and qualifications can be verified. You’ll need to provide your e-mail address and create a password and user ID. Then look at the *Current Job Openings* section to find listings for volunteer positions.

Complete the application form and select your preferences for volunteering. Tawny Creek’s Human Resources Department will contact you via phone or e-mail to help you with the next step in the process.

You can contact Human Resources by calling (714) 555-0090 or writing to Pamela Harris, Human Resources, 1321 Mountain View Boulevard, Tawny Creek, CA 96265.

**After You Apply**

After your application is submitted online, it is reviewed by Tawny Creek’s Human Resources Department and is forwarded to the appropriate volunteer coordinator for the department you indicated on your application. A coordinator will contact you to set up an interview. The interview also provides an opportunity for you to ask questions about the volunteer position.

If both you and the coordinator agree that your services could benefit the department, you will complete and pass Tawny Creek’s standard background check. Results are usually received within three business days. After you are approved, you may be asked to complete some additional paperwork and then will be assigned to volunteer. You will use a time sheet to track your hours of volunteering.