CITY OF POMONA
VOLUNTEER SERVICE PROGRAM

The City of Pomona Volunteer Services Program is a great way to contribute to our community by volunteering your time and sharing a talent or skill. In addition, it provides a wonderful opportunity to provide increased services to our community while gaining some valuable experience.

As a citizen volunteer, you can make a valuable contribution to the quality of life in the City of Pomona and your talents and energy can make a difference in our community.

Volunteers can also benefit from the opportunity to develop job skills and gain valuable work experience through the Volunteer Service Program.

I want to volunteer to work for the City of Pomona, what do I do?

- If you know the Department in which you would like to volunteer, you should contact that Department directly.

- If you are unsure in which Department you would like to volunteer, you may contact the Human Resources Department, who will assist you through the process.

What will be required of me to become a volunteer with the City of Pomona?

- If you will be working with or around minors (below 18 years of age), you must be fingerprinted as required by law and receive a Department of Justice (DOJ) clearance prior to beginning any volunteer assignment.

    a) You will be asked to complete some paperwork before beginning your volunteer assignment, which includes:
    - City of Pomona Application
    - Waiver and Release Agreement and Personal Data Form.

- You will be given a Volunteer Badge issued by the Human Resources Department, which you will be required to wear when performing your volunteer assignment.

- Volunteers assigned to the Police Department must complete a background investigation process. For more information about the volunteer opportunities in the Police Department contact:
Volunteer Coordinator
(909) 620-3641

What are the types of volunteer assignments available?

Volunteer assignments vary greatly depending on your individual talents or interest and what volunteer positions may exist at the time of inquiry. However, volunteer assignments exist throughout the City and may include:

- Plan and assist in delivering community events

- Answer telephones and direct citizen inquiries

- Provide assistance in the Public Library

- Input computer data

- Perform various clerical duties

- Assist with delivery of community youth programs

- Be a member of the Citizen Volunteer Patrol or Volunteer in Policing programs

- Be a Reserve Police Officer

If you have any questions related to the Volunteer Service Program, please contact the Human Resources Department at (909) 620-2291.

What Departments may have volunteer assignments?

- Administration   620-2051
- City Attorney   620-2071
- City Clerk   620-2341
- Community Development   620-2090
- Community Services   620-2321
- Finance   620-2406
- Human Resources   620-2291
- Library   620-2473
- Police   620-2141
- Public Works   620-2261
- Utility Services   620-2241

All City Departments participate in the Volunteer Program. Please contact each department directly to obtain information on whether they currently need volunteers.

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Making a Difference in Your Community