

City of Los Angeles
Department of Recreation and Parks
NEW VOLUNTEER APPLICATION GUIDE

Thank you for your interest in volunteering with the City of Los Angeles, Department of Recreation and Parks (RAP). Before submitting a volunteer application, prospective volunteers must connect with the program they want to volunteer with and ensure there is a volunteer opportunity available. For assistance with application and volunteer program questions, please connect with staff from the facility/program you are applying to volunteer with.

****All applicants must complete the steps below in order to volunteer.**

- 1.) **Visit www.laparks.org/volunteerapp to complete and submit your *New Volunteer application*.** Upon submission, our database automatically sends the email you provided a confirmation email, including instructions on continuing the application process. Please check your inbox and spam folder for these instructions. If you do not receive the email, please send an email to laparks.volunteer@lacity.org, requesting help checking on your submission.

- 2.) **Schedule and complete a live scan fingerprint appointment.** Please review your confirmation email noted above for a weblink to a fingerprint appointment scheduling guide and a 'Request for Live Scan Service' form. You must print and complete page 1 of the 'Request for Live Scan Service' form, and bring it to your live scan appointment.

- 3.) **Email laparks.volunteer@lacity.org requesting an online video call appointment to show your proof of full vaccination and a valid photo ID.** Human Resources records proof of full COVID-19 vaccination through online video calls. A working webcam/smartphone camera is required.
 - City of Los Angeles Ordinance 187134, COVID-19 Vaccination Requirement, requires proof of COVID-19 vaccination for all current and future City personnel, including volunteers. This mandate extends to all Recreation and Parks (RAP) volunteers. At this time, there is no vaccine exemption policy for RAP volunteers.
 - Do not email your proof of vaccination as we can only accept it via a live video chat. Email is not considered 100% secure and we want to ensure your information is protected.
 - If you are not vaccinated, but want to be, there are many places to get vaccinated for free. Please visit <https://coronavirus.lacity.org> for location options.

- 4.) **Once cleared by RAP Human Resources, staff at the Recreation and Parks facility/program you are volunteering will let you know. Thanks for volunteering!**