



# GET CONNECTED BY GALAXY DIGITAL MUNICIPAL VOLUNTEER PROGRAM

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**Museum Department**

Museum Board Meeting  
October 23, 2019

# BACKGROUND

1. Previous software used for the Municipal Volunteer Program (MVP) was NeoGov Online application
2. NeoGov is still used for Municipal Intern Program (MIP) and job applications

# FEATURES OF GET CONNECTED

1. Electronic timecard tracking via 3 options:
  - a. App (Apple & Android)
  - b. Tablet kiosk at Heritage House site
  - c. Website based entries
2. Faster online application process
3. Increased Museum department control over active listings and MVP referral to Human Resources

# GET CONNECTED- HOME SCREEN

<https://riversideca.galaxydigital.com>


The screenshot shows the homepage of the RiversideCA Municipal Volunteer Program. At the top, there's a navigation bar with links for 'RETURN TO OUR WEBSITE', 'SIGN UP', 'LOGIN', and 'HELP'. Below this is a large banner featuring a smiling man on the left, the City of Riverside logo in the center, and a woman on the right. The text 'MUNICIPAL VOLUNTEER PROGRAM' is prominently displayed. Below the banner is a map of Riverside with a search bar showing '3900 Main St'. A central call-to-action box says 'Get Involved, Make a Difference.' with a 'VOLUNTEER NOW' button. The page is divided into two main sections: 'Our Community' on the left, featuring a photo of a woman in a blue 'DALES' volunteer shirt, and 'Recent Opportunities' on the right. The opportunities listed include 'General Museum Volunteer\_2019' and 'RMA Multicultural Council\_2019', both ongoing at the Museum of Riverside (Downtown). A note at the bottom right states 'Runs Until Dec 31, 2019' and 'Passionate about history and museums?'.



# GET CONNECTED- NEW ACCOUNT

## Step 1 of 4: Create an Account

Already have an account? [Click here](#)

 SIGN UP WITH FACEBOOK

OR

Sign up with your email address

*First Name (Required)*

*Last Name (Required)*

*Email (Required)*

*Phone: 888-555-1212 (Required)*

*Phone Ext.*

Prior to volunteering, adult volunteers are required to pass a background check and minor volunteers must bring a parent to complete paperwork. (Required)

☐ I understand

Responses to the following two questions will be used when a program manager reviews your response to a volunteer opportunity. (Required)

☐ I understand

Select your age group. (Required)

☐ Adult: 18 and older

☐ Minor: 14 to 17

List two work or personal references. Please include name, relationship to you, and a phone number. (Required)

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*Confirm Password (Required)*

CREATE YOUR ACCOUNT



# GET CONNECTED- TIME ENTRIES

<h3>Hour Type</h3> <p>Are these hours in reference to a need you responded to on this site?</p> <p><input checked="" type="radio"/> Yes</p> <p>Opportunity* <input type="text" value="Select a Need"/></p>	<h3>Hour Details</h3> <p>Date Worked* <input type="text" value="MM/DD/YYYY"/></p> <p>Hours Worked* <input type="text" value="3.5"/></p> <p>Miles Traveled <input type="text" value="2.2"/></p>
<p>Q. Were your talents and skills utilized today?* <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> Somewhat <input checked="" type="checkbox"/> No</p> <p>Q. How easy is it to use the Get Connected site?* <input checked="" type="checkbox"/> Easy <input checked="" type="checkbox"/> Somewhat easy <input checked="" type="checkbox"/> Not easy at all</p>	<h3>Description ?</h3> <div><p>Brief Description</p></div>
<div><div>SUBMIT HOUR ENTRY</div><div>CLEAR FORM</div></div>	

# GET CONNECTED- CURRENT POSITIONS

There are currently 7 MVP positions for the Museum available online:

1. Heritage House Tour Volunteer
2. Heritage House Gift Shop Volunteer
3. Heritage House Garden Volunteer
4. Heritage House Supporting Volunteer
5. Heritage House Curatorial Volunteer
6. General Museum Volunteer
7. RMA Multicultural Council



# CITY MVP REQUIREMENTS/ INSURANCE

LiveScan fingerprinting and background checks for public and Museum collections safety

Active tracking of volunteers hours (monthly/ annually)

Volunteers are covered by the City's Workers Comp insurance during shifts





APPLY ONLINE

<https://riversideca.galaxydigital.com>



# RECOMMENDATION

That the Metropolitan Museum Board receive a presentation on the City of Riverside's new volunteer management software.