# GET CONNECTED BY GALAXY DIGITAL MUNICIPAL VOLUNTEER PROGRAM

## Museum Department

# Museum Board Meeting
# October 23, 2019

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# 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

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# 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

# GET CONNECTED- NEW ACCOUNT

## Step 1 of 4: Create an Account

Already have an account? Click here

**f 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

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# 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.

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