

VOLUNTEER GUIDE

Volunteer Types, Departments, Sign Up, and FAQ

Volunteer Types:

Volunteer Types guide the application process, providing you with all of the relevant paperwork and applications.

Choose Volunteer Type:

GRACE Volunteer

- Gives you access to all volunteer opportunities.
- Requirements:
 - o Must be at least 18 years of age.
 - o Includes a yearly Background check.

Clinic:

- For volunteers interested in volunteering in the Community Clinic and have specialized training/license, or are at least 18 years of age. This volunteer type gives you access to all volunteer opportunities, including those that involved working with clients directly.
- Requirements:
 - o Must be at least 18 years of age.
 - o Includes a yearly Background check and separate Clinic Application.

Youth Volunteer (Minor):

- For volunteers under the age of 18. Access to all volunteer opportunities, excluding those that involved working with clients directly.
 - Requirements:
 - o Signed parent consent.
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Departments:

Our volunteer opportunities are now categorized by departments:

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| Year-Round | These sites have the most consistent scheduling, with volunteer opportunities available year-round |
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| Seasonal Programs | GRACE Seasonal Programs address various needs for children and families. |
| Special Events | Each year, GRACE hosts three major fundraising events, which provide a large portion of funding towards annual budget and programs. |
| Clients | Volunteering at or with these sites and programs involves working with our clients. |
| Mentorship Housing | Mentorship Housing is a two-year intensive housing program that allows homeless families to enjoy clean, stable housing while they work towards independence. |

More information on these in our Orientation Video!

How to Sign Up:

1. On the sites home page, click “Opportunities” located in the top navigation bar
 - a. Click the GRACE logo in the top left corner to navigate back to the home page
2. Once you have located an opportunity, click the red “I Want To Help!” banner:

I Want to Help!

3. From there, it will show you a calendar overview. Select the date then the shift (if applicable)
 - a. Depending on the opportunity, you will have the opportunity to sign up for multiple shifts if you’d like!
4. When you’ve selected your shifts, scroll to the bottom of the page and click the red “Submit & Sign-Up” button:

Submit & Sign-Up

FAQ

- **I’ve already submitted a paper application and have been volunteering for years. Do I still need to create an account?**

Yes! All volunteers— current and incoming— will need to create an account and re-submit their volunteer application through Voly. But don’t panic! The application process is quick and easy.

- **I’ve already submitted a background check and have been approved—do I need to submit another?**

If you've submitted and had a background check approved between October 2023-September 2024 you will not need to re-submit your background check. The Volunteer Manager will go in and approve it manually.

- **What Volunteer Type am I?**

- You are a GRACE Volunteer! And, we appreciate you!
 - However, if you specifically wish to work in the Community Clinic and have specialized training/license, and at least 18 years of age, please select "Clinic" Volunteer type.

- **I received notice that I need to change my Volunteer type! How do I complete that?**

To change your volunteer type:

1. While logged in, go to "My applications"
2. Click the "Update" button located to the right of "Volunteer Type"
3. Select "GRACE Volunteer" (or, specifically, Clinic or Youth) and submit and/or fill out the necessary documents.

For more info on navigating the website, check out Voly's "Volunteer Guide" located at the bottom of the website!

Volunteer Guide

[CLICK HERE FOR VOLY CUSTOMER SERVICE](#)

Your feedback is incredibly valuable to us, especially as we transition over to this new system. If you have any questions, comments, or ideas, please don't hesitate to reach out to Volunteer@GRACEGrapevine.org!