



Volunteering at Green River College

Eligibility Notice – Please Read First

If you are currently employed as a paid part-time, work study, or grant-funded student worker at Green River College, you may not volunteer in a role that includes duties like your paid position.

If you're unsure whether your volunteer duties may overlap, please contact Human Resources at hr@greenriver.edu before applying.

All volunteer positions require a background check (Background Investigation Authorization).

Any information obtained is kept confidential and used only for legitimate business purposes. A criminal record will not necessarily disqualify you from volunteering.

How to Become a Volunteer at GRC:

1. Explore Opportunities Visit the GRC website or contact a department directly to learn about volunteer needs.	5. Clear Background Check & System Setup After clearance, an account will be created for you in ctcLink, the college's information system.
2. Make a Connection Reach out to the Program Coordinator, department staff, or faculty member in the area you're interested in.	6. Confirm Schedule Meet with your supervisor to coordinate hours, responsibilities, and any necessary orientation.
3. Complete Required Forms Once you've identified a placement, you'll complete: <ul style="list-style-type: none">a. Volunteer Application Formb. Memorandum of Understanding (MOU) Formc. Background Investigation Authorization Form	7. Track Your Time You are responsible for logging your volunteer hours and submitting them to your supervisor.
4. Submit Forms to HR <ul style="list-style-type: none">a. Your Program Coordinator or faculty sponsor will send your forms to Human Resources.	8. Quarterly Reporting Volunteer hours are submitted quarterly to the Business Office.

Equal Opportunity Employer: Green River College does not discriminate on the basis of race, creed, color, national origin, gender, gender orientation, age, marital status, religion, disability, genetic information or on any other unlawful basis. The college is committed to preventing and stopping discrimination, including harassment of any kind and any associated retaliatory behavior. The Vice President of Human Resources has been designated to handle inquiries regarding the [HR-22 non-discrimination and Harassment policies](#): 12401 SE 320th Street, Auburn, WA 98092-3622, (253) 288-3320. To receive this information in an alternate format, please contact Disability Support Services at (253) 931-6460; TTY (253) 288-3359

Jeanne Clery Statement: Notice of Availability of Annual Security and Fire Safety Report—Green River College's Annual Safety and Fire Report is available online at www.greenriver.edu/CleryASFR, containing mandated information about current campus policies concerning safety and security issues, required statistics, and other related information for the past three calendar years. To obtain a paper copy of the report, please call (253) 288-3350



A Note to Our Volunteers

Volunteers are a valued part of the Green River College community. Whether you're a community member looking to give back, a student hoping to gain experience, or an alum staying connected, your time and contributions make a difference.

To explore active student organizations, visit: [GRC Clubs and Organizations](#)

As a GRC volunteer, you help support our mission and represent the college's core values of equity, inclusion, belonging, accessibility, accountability, innovation, community engagement, and environmental stewardship. Your commitment to these principles strengthens our campus and enriches the experience of those we serve.

We're grateful for your interest in serving — and excited to welcome you to the Gator community!

Questions?

Please contact Human Resources at hr@greenriver.edu

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