



San Francisco's Volunteers in Medicine Clinic

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How to Become a Volunteer at Clinic by the Bay

Thanks for your interest in volunteering at Clinic by the Bay!

The overarching goal of Clinic by the Bay is to improve access to comprehensive, quality health care for the region's working uninsured, while providing meaningful opportunities for volunteerism and civic engagement. To do so, our volunteer recruitment process helps us ensure that individuals' core skills are matched directly with our organizational needs while optimizing your volunteer experience overall.

We've outlined below the steps for becoming a volunteer at our clinic so you know what to expect in the process, from completing an application to working your first shift.

1. First please complete an online volunteer application by registering at:
<https://www.volgistics.com/ex/portal.dll/ap?AP=513367336>
2. Within one week, clinic staff or a volunteer will contact you to complete a telephone screening. The screening process allows us to confirm your availability, areas of interest and answer any questions you may have.
3. Shortly after you've completed a telephone screening, we will invite you to attend one of our group volunteer orientation sessions. Our orientation sessions are scheduled every six weeks.
4. At the end of the orientation session, if you're still interested, we'll request that you complete a reference release form and indicate the volunteer position(s) in which you are most interested.
5. Supervising staff will contact you to schedule and conduct an individual interview that will take place either in-person or by telephone.
6. Staff or a volunteer will contact your references and complete any required credentialing process (i.e., for licensed nurses and medical providers).
7. Once your application has been approved, you'll be asked to:
 - a. Submit proof of completed tuberculosis (TB) test within the last year.
 - b. Medical providers and nurses: submit signed statement regarding infectious diseases.
 - c. Attend required training sessions, including web-based trainings from home for our electronic medical records system (for many positions).
8. You will be scheduled for your first shift, guided by supervising staff. You will shadow for 1 – 3 shifts, based upon your comfort level and learning style.