



# How to Apply Online to Volunteer with Texas State Parks

Thank you for your interest in applying to volunteer with State Parks. This is a guide to the Texas Parks and Wildlife Department's online volunteer application system for individuals applying for the first time! Start by going to our [Online Volunteer Application \(www.tpwd.texas.gov/volunteer\)](http://www.tpwd.texas.gov/volunteer).

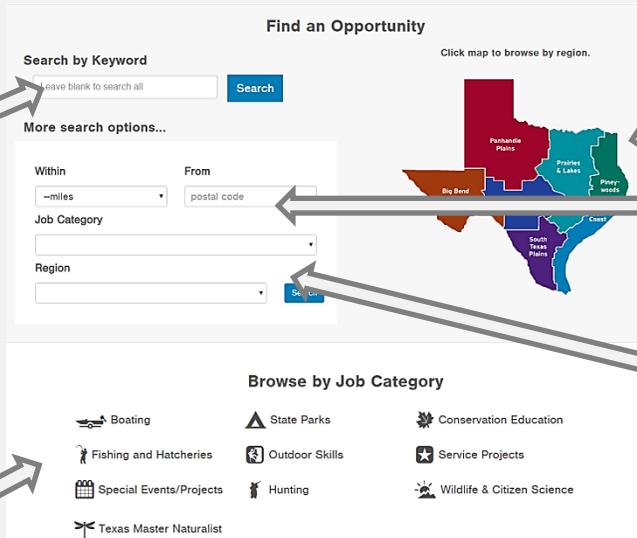
## Find the right opportunity

Looking for a **specific opportunity or specific park?** Scroll down and you can:

Use the "Search by Keyword" function. You can search by **opportunity keyword** (ex. 'host,' 'interpretation,' 'maintenance'), by **park name** (ex. 'Garner'), or use a combo to narrow down results even more (ex. 'Colorado Bend Park Host'). Click "Search."

Looking for jobs from a **specific Job Category?** Scroll down and you can:

Click on the **Job Category** of interest to see all available opportunities within that category.



Looking for opportunities **within a certain area?** Scroll down and you can:

Click on the region of interest on the **map**.

Select "**Within**" how many miles and enter your **postal code**. If applicable, select the "Job Category" you are interested in. Click "Search."

or

Select your area of interest under the "**Job Category**" pull down menu then select the region of interest under the "**Region**" pull down menu, and click "Search."

Once you hit **Search**, a list of results will be generated. No results, then try a new search.

- Click the Opportunity Title or the blue text "Click here for details or to sign up" to learn more about the opportunity.
- Click on the tabs "Description," "Location," "Contact Info," and "Additional" to learn about all the details and requirements of the opening. Still have questions? Call or email the contact listed under the "Contact Info" tab.
- Not the right opportunity? Click "← Back to results" to return to your search.



## Submit your Application

Unless otherwise noted in the description of the opportunity, the next step is to complete an online application for the opportunity you are interested in.

1. Click the "Sign Up" button.
2. If you are new to TPWD, click "Apply to become a volunteer."
3. **Complete the Application.**
  - a. Page 1: Waivers and Agreements – Read this page carefully and complete fields. Criminal background checks are required for most ongoing opportunities.
  - b. Page 2: Create your User ID and Password - you will use this ID and password to log in to this system in the future to log your volunteer hours and apply for other opportunities, so don't forget! Complete the Personal and Contact Information fields.
  - c. Page 3: Enter languages other than English that you can speak, read or write and complete Work History & Experience and Emergency Contact Information fields.
  - d. Page 4: Answer the "Other" questions and complete Ethnic Background (optional).
  - e. Page 5: You will provide a Digital Signature. Read the information carefully and push **Accept and Finish** to submit the application.
4. **Now what?** Notification of your application is sent to the coordinator of the opportunity. S/he will contact you to follow-up about your application. If you have not received contact after more than a week, use the contact information listed under the "Contact Info" tab to call or email the coordinator to follow-up.

