



**COUNTY OF HENRICO
DEPARTMENT OF HUMAN RESOURCES
VOLUNTEER SERVICES PROGRAM**

Request for Volunteer and Job Description

Instructions: Submit to the Department of Human Resources

The purpose of the Job Description is twofold. Not only will it assist the Department of Human Resources in matching the right volunteer to your needs, it will also serve as a guideline for the volunteer to follow, as well as a tool for future evaluation of the volunteer. Please complete as thoroughly as possible. If you need assistance in setting up a position, please feel free to call the County Volunteer Coordinator for assistance (501-4425).

GENERAL INFORMATION:

Department: _____

Section: _____

Actual Work Location: _____

Person Who Will Directly Supervise Volunteer: _____

(Name) (Phone
Number)

JOB DESCRIPTION:

Title: _____

Purpose: (What is the expected end result of this assignment – what is to be accomplished?)

*Duties: _____

***NOTE: If duties allow access to children, the department must 1) complete a background check or other investigation and proper training or 2) have a paid County employee with the volunteer at all times. Volunteers are not to have unsupervised access to children without passing a background check completed by the agency. In addition, volunteers are not to have access to cash or confidential data.**

Skills Necessary: _____



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Benefits: _____

Will Volunteer Be Operating County Vehicle: ___ Yes ___ No County Equipment: ___ Yes
___ No

If yes, please describe: _____

Any special training the volunteer may receive from the department: _____

Additional Comments: _____

WORK SCHEDULE:

Proposed Starting Date: _____

Ending Date: _____

Total Hours Per Week: _____

Days/Hours Needed: _____

Date of Request (Required)

Signature of Agency Head

Please return this form to County Volunteer Coordinator (fax# 501-7200 / spo001@henrico.us)