

HENRICO COUNTY Volunteer Opportunities



Volunteers Make the World a Better Place

Henrico County Human Resources Department

Phone: 501 – 4425 * Email: amb@co.henrico.va.us

Visit the Volunteer Services Web site at <http://www.co.henrico.va.us/hr/volunteer>

Last Updated 02-15-2010

HENRICO COUNTY VOLUNTEER OPPORTUNITIES

For more information, contact the Volunteer Coordinator, at 501-4425.

The following volunteer opportunities are currently available in Henrico County:

DEPARTMENT	TITLE	DUTIES	SKILLS NEEDED	HOURS/TIME	CURRENT NEED
Adult Education (East and West End Locations)	GED Tutors for Adults Reading, Basic Math, and ESL Tutors	Individual instruction with adults enrolled in ABE/GED/ESL classes.	Good people skills and a desire to help others learn. No tutor experience required. Training and support provided.	One or more hours per week, Mornings and evenings available. 4 month commitment.	Varies
Capital Area Training Consortium (CATC)	Job Lab Facilitator	To provide assistance to clients using lab, assist with PCs and software, help prepare resumes, lab orientation, help with job search, and resume prep.	Skilled use of PCs. Work independently. Knowledge of resumes, job search.	Between 9 am - 3 pm, Mon. - Thurs. preferred. (24 hours per week.)	Up to 5
Capital Area Training Consortium (CATC)	Clerical/Receptionist	To assist the CATC staff by answering phones, greeting visitors, light clerical work.	Good people skills, ability to follow directions without a great deal of supervision, office experience.	Any time between 9 am and 4 pm, M-F, as available.	2 (1 at a time)
Commonwealth's Attorney Office Victim/Witness Program	Volunteer Victim Advocate	Assist victims and witnesses of crime through the court process; assist with clerical work.	Ability to work with people. Knowledge of the court system helpful.	4 – 8 hour blocks of time, M-F.	Varies

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Community Corrections Program	Case Manager Assistants	Support for staff, calling on clients and maintaining contact with community service sites. Provide court coverage, conduct intakes, compile information and conduct research.	Training provided. People skills, self-directed. Good oral and written communication. Criminal justice/social work background helpful. Criminal record check required.	At least 5 hours per week, Mon. - Fri.	5
Community Corrections Program	Office Assistants	Greet public and answer phones.	Good people skills and phone experience helpful. Criminal record screening required.	At least 3 hours per week, Mon. - Fri., 1 pm to 4 pm.	5
<u>Community Maintenance</u>	Community Cleanup Volunteers	Beautifying Henrico neighborhoods and communities by helping with yard clean-up and removing trash & debris.	Dependability; concern for enhancing Henrico County communities; able to perform physical tasks such as bending, lifting, etc.	Selected Saturdays.	Unlimited, Individuals, Scouts or Groups
<u>Community Maintenance</u>	"Operation Paintbrush" Volunteers	Prep and paint exteriors of homes for low-income elderly and/or disabled citizens.	Dependability; concern for assisting the elderly and/or disabled citizens of Henrico County; able to perform physical tasks such as using paint scraper, paintbrush, etc.	Program is designed for 1-day projects. The schedule is set by the volunteer group.	Unlimited, Individuals, Scouts or Groups

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<u>Community Maintenance</u>	"Adopt-A-Neighbor" Volunteers	Assist low-income elderly and/or disabled homeowners with maintenance such as yard work, trash removal, and minor home repairs.	Dependability; concern for assisting the elderly and/or disabled citizens of Henrico County; able to perform physical tasks such as grass cutting, light carpentry work, etc.	Will match your group or organization with a project meeting your skill level and time schedule.	Unlimited Groups of Individuals
Court Appointed Special Advocate Program (CASA)	Board Members	Must be interested in the welfare of children in the County. Experience/skills in organizing, fund raising, board development, financial or legal areas. Similar programs helpful.	Must be willing to assist in all projects decided on by the board, attend meetings, active participation required.	1 meeting per month (1 to 2 hours). Assistance with all activities and projects of the board.	Varies
Court Appointed Special Advocate Program (CASA)	Child Advocate Volunteers	Volunteers to act as advocates for children in abuse and neglect cases as assigned by Juvenile Judges.	Must complete screening and training process, have human relations skills, no police records, and ability to work independently, good communication skills.	Minimum requirement: training of up to 30 hours before starting. Hours vary once assigned case.	20
Court Appointed Special Advocate Program (CASA)	Friends of CASA	Supports CASA by assisting with projects, activities, and special events or fund raising.	Organizational skills, ability to work with a variety of people, commitment to see project through to completion.	Dictated by projects or activities involving volunteer. Possibly no hours some weeks, many others.	Unlimited Number On Call

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Division Of Fire	Amateur Radio Operator	To furnish communications in the event of an emergency or disaster or other non-emergency County event where radio communication is disrupted, overloaded, or unavailable, as directed by the County's RACES Emergency Coordinator and Deputy Coordinator of Emergency Management.	Qualifications: <ul style="list-style-type: none"> - Hold a valid Amateur Radio license of the Technician Class or higher - Complete Basic and Advanced SlyWarn weather spotting classes and maintain certification through the National Weather Service Office in Wakefield, VA. - Successful completion of NIMS 700, ICS 100, and ICS 200 required; successful completion of IS-800 preferred - Completion of damage assessment courses offered through the Virginia Department of Emergency Management - Demonstrated ability to function appropriately in a directed net. - Demonstrated ability to function appropriately in a non-directed net. - Successfully complete a background investigation through the Division of Fire and other requirements as set forth by the Henrico County Human Resources Volunteer Coordination Department. - Successfully complete a disaster communications class or demonstrate the requisite skills. - Demonstrate adequate interpersonal skills to represent HCOEM, the Division of Fire, and other County outreach programs in a positive manner to the public and other County agencies. 	Members may be called upon any time within the 24 hour period in the event of an emergency	Unlimited

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DEPARTMENT	TITLE	DUTIES	SKILLS NEEDED	HOURS/TIME	CURRENT NEED
<p>Division Of Fire</p>	<p>Community Emergency Response Team (CERT) Team</p> <p>CERT Team members have a number of duties, both disaster and non-disaster related for a detailed list of these responsibilities. Please contact Anna McRay at 804-501-7183 or mcr@co.henrico.va.us for the specifics of this highly skilled volunteer program</p>	<p>Disaster Duties:</p> <ul style="list-style-type: none"> • CERT members will prioritize their own safety first and foremost in any emergency situation. In the event of an emergency CERT members may be involved in any or all of the following activities within their own neighborhoods: <ul style="list-style-type: none"> ○ Assessment and reporting of disaster situations. ○ Light search and rescue in damaged (stable) buildings ○ Triage of disaster scene to include; basic head to toe evaluation and basic first aid on victims. ○ Assistance to victims and team members utilizing basic disaster psychology training. ○ Evaluation of fires, extinguishing small fires, and maintaining safety zones around live utilities. <p>(continued)</p>	<p>Qualifications:</p> <ul style="list-style-type: none"> • Applicants must live or work in Henrico County to participate in the HCCERT program; however training is open to anyone who would like to attend • Applicants must be at least 18 years old. Exceptions to this rule will be made on a case by case basis if a parent or other legal guardian also participates in the class. • Applicant must agree to attend all eleven initial training sessions • Applicants must agree to work cooperatively within the training and guidelines of the Henrico County CERT organization. • Applicants must agree to the completion of a criminal records check, which may disqualify the applicant from participating. • <u>The Criminal History information, however, does not preclude any citizen from receiving the basic CERT training.</u> • HCCERT members wishing to participate beyond the initial basic CERT course (i.e. be contacted for events) must complete ICS 100a, ICS 200a, and NIMS 700a; certificates of completion must be on file with the Deputy Coordinator of Emergency Management; additionally, these members cannot have a criminal history which includes felony conviction(s), certain misdemeanor conviction(s) (i.e. drug related convictions), or outstanding warrants of any type. 	<p>Deployment:</p> <ul style="list-style-type: none"> • CERT members are responsible first for their own homes and families. • CERT members are self-activated, meaning that no call for assistance will come from the Henrico County Communications Center. CERT members will only deploy to emergencies outside of their immediate neighborhoods if requested by Emergency Operations. In the event of a major disaster the Emergency Operations Center Coordinator will activate the CERT members according to established operating procedures. • CERT members are responsible for ensuring the County's Office of Emergency Management has the most up to date contact information so the member can be reached if additional resources are needed. • Upon use for a County task during an incident, CERT volunteers will receive a temporary, expiring County issued ID badge that must be returned to the Deputy Coordinator of Emergency Management when the assigned task is completed. More information on this process will be covered at a immediate need on-the-job-training session as they are required. 	<p>Unlimited</p>

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Emergency Medical Services <i>For more information contact: Amy Howard 501-7376</i>	Medical Rescue Squad Volunteers	Assist with emergency medical care and vehicle operation.	All training is provided. Emergency medical technician course is required. Advanced training also Available.	As scheduled, once trained.	Unlimited
Emergency Medical Services	Auxiliary Members (Only for East End Squad)	Assist with fundraisers and special projects as needed.	An interest in rescue squads, public safety, willingness to help.	Hours as available - as often as possible.	Unlimited
Emergency Medical Services	Non-Medical Rescue Squad Volunteers	To assist squad with office, vehicle or building and grounds as needed.	Ability to do light office work, repair work and other non-medical activities.	2 to 8 hours/week.	Unlimited
General District Court	Clerk's Office Assistants	Basic filing, office work.	Ability to follow directions, office experience.	Flexible, as needed and available.	1
General Services (Administration Building)	Receptionists/Public Information Desk Greeter	Answer questions, direct residents and visitors around government center.	Likes meeting the public. Dependable. Training provided.	Tues - 12:30 to 4:15 Wed - 12:30 to 4:15 Fri - 8 to 12:30.	Varies

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General Services (Purchasing)	Clerical Assistants	People to assist with clerical duties related to purchasing. Data entry, sorting & light filing.	Ability to organize, follow directions, some office and math ability.	Flexible 2 to 4 hours/day, 1 to 2 days per week	1
Health Department (East/West Clinic)	Clerical/Data Entry Support	Light typing, filing, data entry and other office work as needed	Typing and filing.	Flexible Mon-Fri 8am-4: 30 pm	Unlimited

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Health Department (East/West) <i>For more information contact: Melody McCormick 501-4953</i>	Physicians	Perform medical assessments, patient triage in mass clinic.	Current VA MD licensure.	Flexible	Varies
Health Department (West Clinic)	Clerical/Office Assistant	Filing, purging files, creating files and other office work as needed.	Filing, effectively communicating.	Flexible Mon-Fri 8am-4: 30 pm	Unlimited
Health Department (East/West Clinic) <i>For more information contact: Melody McCormick 501-4953</i>	Registered Nurses	To assist with nursing duties. Potentially including vaccine administration.	Current VA RN license Nursing experience	Flexible	Unlimited

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Health Department (East/West WIC)	WIC Program Assistants	Refreshment hostess, Mother's helpers, Breast-feeding Peer Counselors to assist with the WIC breast-feeding program.	Ability to assist with training breaks during training sessions, support and provide information and assistance with breast-feeding for new mothers.	Up to 2 hours for 12 weeks of training and then ongoing as needed.	Unlimited
Health Department (East/West WIC)	WIC Office Assistant	Clerical, filing, purging files, calling clients for appointments, customer service.	H.S. graduate, reading, writing skills, good communication skills.	Flexible Mon-Fri 8am-4: 30 pm	Up to 5
Henricopolis Soil & Water Conservation	Educational Helper	Setting up and presenting educational programs, assist in developing games and display boards for program.	Ability to use Microsoft Windows; must have good communication skills; follow instruction and enjoy working with the public.	Mon – Fri Varies	3
Human Resources	Language Bank Bilingual or Multilingual Volunteers	Provide assistance to County agencies when dealing with non-English speaking residents.	Ability to communicate effectively in English and another language.	On call for various Interpretation situations.	Unlimited
Human Resources	Office Assistant	Assist in providing clerical support to various divisions; light typing, filing, compiling packets, etc.	Flexible; dependable; previous office experience desired.	Flexible Mon – Fri. 8am – 4:30 pm	1 -2

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James River Juvenile Detention Center (Goochland)	Youth Mentor 21 or over	Provide mentorship to youth ages 14-17 in the Post Dispositional Program.	Flexible, Dependable, Good Role Model, Criminal History Check Required.	6 months commitment required.	Varies
Juvenile Court (Clerks' Office)	Office Assistant	Filing, basic clerical duties, research etc.	Some computer skills, ability to lift 30 lbs. Background check necessary. 18 years of age or older.	8 am - 4:30 pm Mon. - Fri. Flexible and as needed.	Varies
Juvenile Court Services (Probation)	Probation Counselor Aides	Assist Probation Counselors with court supervision of clients, assist with transportation, mentoring, tutoring, supervision.	Flexible, dependable, good role model, complete screening required, 21 years of age , 6 month firm commitment.	Varies, 5 to 10 hours per week, 8 am - 5:30 pm, weekdays.	5
Juvenile Court Services (Probation)	Office/ Clerical Assistants 18 or over	Assist with a variety of office work and direct people to court. Perform related duties as needed.	Filing, clerical/office skills, some phone and customer service experience helpful. Must be 18 or over. 6 months firm commitment required.	8 am - 4:30 pm Mon. - Fri. Flexible and as needed.	2
Juvenile Detention	Office Assistants 18 or over	Assist with a variety of office and clerical duties.	Office experience, people skills, organizational skills.	8 am - 4:30 pm, Mon. – Fri. flexible.	2
Libraries (Public Libraries)	Children's Services Aide	Assist library staff in the children's department with	Ability to follow directions, learn to shelve consistent with the	Library branch will set individual schedules as	Limits based on individual

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		shelving books, and other materials, prepare materials for crafts and children's programs, assist with clerical tasks such as repairs and fixing labels.	Dewey Decimal system, be comfortable working in a busy and noisy environment around children.	needed.	branch needs.
Libraries (Public Libraries)	Circulation Aide	Clerical tasks such as filing, sorting, processing and alphabetizing, repair of book materials and shelving books.	Ability to do physical lifting, work carefully for 2 hour slots with little variety in work. Flexible and reliable, able to work independently. Attention to detail, accurate.	Library branch will set individual schedules as needed. <i>Minimum of 2 hours per week during regular library operating hours.</i>	Limits based on individual branch needs.
Libraries (Public Libraries)	Donations/Book Sale Volunteers	Help organize library donations and manage book sales.	Physical ability to bend and lift. Organization skills. Ability to follow directions.	Library branch will set individual schedules as needed.	Limits based on individual branch needs.

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Libraries (Public Libraries)	Reference Librarian Aide	Internship to assist with library information services.	MLS graduates or students. Interpersonal skills, communication skills, reference abilities and computer skills.	Library branch will set individual schedules as needed.	Limits based on individual branch needs.

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Libraries (Public Libraries)	Teen Advisory Board (TAB) - is middle school to age 14. <i>(After school and during the summer.) (Signed parental permission is required to join a TAB group.) (The library does not provide volunteer opportunities for elementary school children.)</i>	Advise the library about programs and services for teens. Assist with children's programs through room setup, cleanup and helping children complete projects. Assist with preparation of materials for crafts and other children's programs, shelve books and other materials. Work takes place in a group setting under the direct supervision of library staff.	Reliable, able to follow directions, and to work with other teens.	Library branch will set individual schedules as needed.	Limits based on individual branch needs.
Libraries (Public Libraries)	Volunteer Teens - is age 14 to 18. <i>(After school and during the summer.) (Signed parental permission is required.) (Must fill out online form and attend mandatory orientation.)</i>	Shelve books and other materials, perform clerical tasks, such as simple book repair, and assist with library programs. Work individually or with another teen, under the direct supervision of library staff.	Reliable, able to follow directions, and to work independently on assigned tasks.	Library branch will set individual schedules as needed.	Limits based on individual branch needs.
MH/MR (Mental Health and Retardation Services)	Assistant Job Coaches	To help train and monitor mentally challenged workers and assist in completing the jobs assigned.	Basic math skills, simple record keeping, ability and interest in working with people with varied skills.	8:30 am - 2:30 pm, Mon. - Fri., as available.	4

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MH/MR (Mental Health and Retardation Services)	Chart Room/Filing Clerk	To maintain order in the chart room by organizing, filing and purging of papers.	Organization skills, attention to detail, good communication skills and must be dependable.	9 hrs per week 8:30 am – 4:30 pm, Mon – Fri.	1
MH/MR (Mental Health and Retardation Services)	Child Care Workers	To watch children ages infant to 12 years during support group meetings.	Prior experience caring for children.	Hours needed varies.	3
MH/MR (Mental Health and Retardation Services)	Connect Program Aides	To work with "at-risk" youth in a leisure/educational setting.	Tutoring, recreation skills, ability to work with children, transportation. References and driving record.	Afternoons, Mon. - Fri., negotiable.	2 - 4
MH/MR (Mental Health and Retardation Services)	Data Entry/Clerical Assistants	General paperwork. Creating files and filing documents. Data entry into PC/CRT, balance reports and distribute.	Ability to type. Ability to file numerically and ability to lift small stacks of files. Data entry/PC skills needed and good math skills helpful.	Hours dependent on position volunteer chooses/is assigned. 5 to 20 hours, negotiable.	4

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MH/MR (Mental Health and Retardation Services)	Drivers	Pick up clients and transport to therapy and support groups. Drive Connect group to activities.	Ability to use County car, good driving record, patience, relate well to people.	Varies according to appointment times.	2
MH/MR (Mental Health and Retardation Services)	Records Technicians (Quality Assurance and Evaluation)	Facilitate paperwork completion for record keeping purposes.	Clerical experience. Ability to keep organized, efficient and accurate records.	3 hours per week, Mon. - Fri., 8 am - 5 pm, negotiable.	2
MH/MR (Mental Health and Retardation Services)	Mentor Aide	Assist mentors with community activities for young adults.	Accompany staff and youth on field trips, assist with activities and (if possible) help provide transportation.	To suit volunteers and program staff.	5
Permit Center	Information Desk Greeter	Assist greeter at the Permit Center during peak hours with answering phone and giving general information to customers.	Excellent customer service skills; able to meet the demands of a fast paced environment; computer experience helpful.	11 a.m. to 2 p.m., M- F	1
Police	Motorist Assistance Volunteers (Traffic Safety) -Training Provided	With partner, patrol County roads and assist occupants of disabled vehicles. Traffic direction around accident scenes and for special events. Standby for wreckers to relieve officers.	Successful completion of training provided in vehicle safety, traffic direction, emergency communications & observation skills. Ability to speak clearly, hear, analyze and react swiftly to high stress situations.	Flexible, minimum 4-hour increments, 7 day/24 hour opportunities.	Need at this time is for personnel to work daytime hours and evening hours in the east end of the County

HENRICO COUNTY VOLUNTEER OPPORTUNITIES

For more information, contact the Volunteer Coordinator, at 501-4425.

The following volunteer opportunities are currently available in Henrico County:

DEPARTMENT	TITLE	DUTIES	SKILLS NEEDED	HOURS/TIME	CURRENT NEED
Police	Office Assistants (Animal Shelter, Criminal Records)	Filing, typing, using copier and fax machine, answering telephone, data entry, preparing volume mailings.	Basic office skills and pleasant telephone demeanor.	Flexible, daytime hours available, 8 a.m. – 4:30 p.m., M – F.	Varies
Police	Fingerprint Assistant (Criminal Records) -training provided	Fingerprint citizens, clerical work.	Ability to stand for extended periods of time, agile hands, basic office skills, good customer service skills.	Flexible, daytime hours Monday – Friday 8:00 am - 3:30 pm.	2
Police	Receptionist & Information Assistant (Criminal Records)	Greet visitors and staff in Public Safety Building, answer questions, provide information, data entry.	Good customer-service skills, knowledge of Division/County, basic office skills.	Monday – Friday 7:00 am - 5:00pm.	2

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Public Utilities	Clerical/Filing Assistants	To assist in purging account files and clerical work.	Office experience, ability to follow directions.	Mon. - Fri., 8:30 am - 4:30 pm as available.	2
Public Utilities <u>(Keep Henrico Beautiful)</u>	Program Helpers	To promote litter control and recycling and participation in the "Because We Care" program.	Dependability; concern for the environment; civic minded.	Hours to suit volunteer(s).	Unlimited Individuals, Scouts or Groups

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The following volunteer opportunities are currently available in Henrico County:

DEPARTMENT	TITLE	DUTIES	SKILLS NEEDED	HOURS/TIME	CURRENT NEED
Public Utilities (Wastewater Treatment Facility)	Lab Intern	Prepare glassware and samples for analysis, post results, basic clerical tasks	Basic math, ability to use calculator, ability to follow instructions, will train.	Mon. – Fri. or Weekends, 7 am – 4:30 pm.	All Available
Public Utilities (Wastewater Treatment Facility)	Administrative Assistants to the Assistant Director of WRF	Filing, typing, using copier and fax machine, ability to answer the telephone, data entry, preparing mailings s required.	Basic office skills, and pleasant telephone demeanor.	Flexible, daytime hours available, 8 a.m. – 4:30 p.m., M – F.	Varies
Public Utilities (Wastewater Treatment Facility)	Equipment Operator – Front End Loader (Must have experience)	Assist other equipment operators in moving bio- solids using front end loaders from one storage area to another Storage area and with loading onto contract hauler trucks for disposal. Perform miscellaneous plant housekeeping and area clean up around solids handling facility.	Must have the ability to operate a large frontend loader safely on slick surfaces, and work on feet for extended periods. We are willing to train but prefer a person with experience operating large equipment (Frontend Loaders)	Mon. – Fri. or Weekends, 7 am – 4:30 pm most days with as little as 2 hrs on some days.	Varies
Public Utilities (Wastewater Treatment Facility)	Information Technology Assistant	Assist on site Instrumentation Specialist with the repair of instrumentation and controls for the automation part of the facility , including parts control and stocking	Trouble shooting computer problems, assist with the installation of new hardware, software, and records management	Mon. – Fri. or Weekends, 7 am – 4:30 pm most days with as little as 2 hrs on some days	Varies
Public Utilities (Wastewater Treatment Facility)	Inventory Stock & Parts Assistance	Unpack and put up stock, organizing stock, clean up as needed, inventory management and record keeping	Must be able to lift a 40# box safely, work on your feet for extended period of time, experience with parts inventory and management, and office skills	Mon. – Fri. or Weekends, 7 am – 4:30 pm most days with as little as 2 hrs on some days	Varies

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DEPARTMENT	TITLE	DUTIES	SKILLS NEEDED	HOURS/TIME	CURRENT NEED
<u>Recreation & Parks</u> (Countywide)	Special Events Assistants (Festivals, Concerts & Children's Activities)	Groups or individuals to help at any or all-Countywide special events.	Active, outgoing people who enjoy special events, have people skills.	Approximately 2 to 10 hours per event, 5 to 8 times a year.	Unlimited Individuals or Groups
<u>Recreation & Parks</u> (Deep Run Recreation Center)	Receptionists/Greeters	Light office work, conduct tours, etc.	Ability to deal with the public and communicate effectively.	Mon. - Sun., hours vary	2
<u>Recreation & Parks</u> (Meadow Farm Museum)	Living History Enthusiasts and Green Thumbs.	To work in the fields and gardens, participate in programs, conduct tours.	Ability to deal with public, living history interest, hobbies related to program, good with plants. (if under 16 years of age, must be accompanied by an adult/parent).	8 am - 4 pm, Tues. - Sun.	5
<u>Recreation & Parks</u> (Meadow Farm Museum)	Orientation Center Receptionists (Living History Programs)	To assist visitors, show video, answer phones, assist with gift shop.	People skills; phone skills, ability to operate a VCR and cash register. (if under 16 years of age, must be accompanied by an adult/parent).	12 - 4 pm, Tues. - Sun.	6
<u>Recreation & Parks</u> (Senior Activities)	Special Events Assistants (Seniors)	Groups or individuals to assist with special events for senior citizens.	Active, outgoing people who enjoy working with senior citizens.	Evenings, Weekends (hours vary according to event/program)	Varies

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DEPARTMENT	TITLE	DUTIES	SKILLS NEEDED	HOURS/TIME	CURRENT NEED
<u>Recreation & Parks</u> (Three Lakes Nature Center)	Nature Center Staff Assistants, Instructors, & Receptionists / Animal Care Assistants/ Native Plant Gardener Age 16 or over	Work with and greet visitors, animals, office work, gardening, trail work, educational programs, special projects, research, planting/maintaining plants.	Customer service skills. Able to deal with visitors of all ages. Interest in nature and ability to work in all types of weather conditions. Some positions require knowledge of plant care/cultivation.	Year round, 8 am - 5 pm, Tues. - Sun., 3 to 6 hours per week.	10 - 25
<u>Recreation & Parks</u> (Human Services)	Museum Collections assistance in Historic Preservation and Museum Services.	Archiving of Objects, Artifacts and Documents.	Good organizational skills, flexible, interest in program.	Mon. – Fri. 8 am – 4:30 pm Hours vary; Flexible	1-2
<u>Recreation & Parks</u> (Special Populations)	Recreation Special Populations Class and Club Assistants	To assist with special population groups, classes and recreational activities.	Ability to work with individuals with disabilities. Skills related to activity.	Times vary according to groups or clubs.	5 – 10
<u>Recreation & Parks</u> (Walkerton Tavern)	Heirloom Plant Gardeners & Greeters, Historic Programs & Events	To work in the gardens or participate in programs, conduct tours, etc.	Ability to deal with the public; living history & gardening interests. Must be 16 or older.	Tues. - Sun., Hours vary	3
Registrar’s Office	Administrative Assistant Support (Technology)	To assist the County’s Registrar with scanning and organizing documents for public access.	Computer knowledge, familiarity with scanners and associated software, organizational skills, ability to work with limited direction.	Mon. - Fri., as available, exact hours negotiable. Training available.	1
Registrar’s Office	Registrar’s Assistant	Work with mail, stuff envelopes, answer phones, research, data entry, and filing.	Training provided. Must be a registered voter in Henrico County. Polite, courteous, good PR skills.	3 days per week, 12 hours per week, daytime, weekdays.	1

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Registrar's Office	Volunteer Assistant Registrar	Distribute, verify and collect completed applications and assist public in registration applications.	Ability to organize work, answer phones, data entry, filing, clerical skills.	Year round, except 28 days before elections. Flexible schedule.	Varies
Sheriff's Office	Office and Program Assistants	Assist in office areas, assist with programs, record keeping, etc.	Ability to organize, follow directions, keep records. Criminal history check required.	Flexible based on schedule of volunteer and staff.	1
VPI Extension Service	Newsletter Assembly Volunteers	Assist with the assembly of The <u>Henrico Extension News</u> for bimonthly distribution.	Ability to organize, count and follow directions.	Only needed for ½ day (8 am – 12pm), bimonthly.	Unlimited
VPI Extension Service	4-H Program Volunteers	Club/project work, judges for community events, event coordinators etc.	Whatever talents or skills you have, we will utilize them. <u>Must</u> be interested in working with people.	Varies from one evening to several hours per week.	Unlimited

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<p>The image contains three stylized cartoon graphics. On the left, the word 'VOL' is written in large, block letters with small figures inside the letters. To its right, the word 'TEER' is written in a similar style. Below these, the word 'U' is written in a large, block letter with a small figure inside it. To the right of the 'U' is the text 'ALL WE NEED IS U!' in a simple, sans-serif font.</p>					

Henrico County offers you free parking, a safe, friendly environment, great job experience, and an opportunity to help your neighbors.

We do not discriminate on the basis of race, color, religion, sex, national origin, age or disability.