



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



Request for Volunteer and Job Description

Instructions: Submit to Human Resources

The purpose of the Job Description is twofold. Not only will it assist 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).

Henrico County does not discriminate on the basis of race, color, religion, sex, national origin, age or disability.

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: _____

Skills Necessary: _____

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

Signature of Official Requesting Position

**Please return this form to David Ambroggi (501-4425), County Volunteer Coordinator
Henrico County Human Resources Department**