

Marion County Volunteer and Intern Placement Form

Job Description - filled out by staff to create a volunteer position to place a volunteer:

Date: Start date: End date (if known): Number requested:

Volunteer position title: Supervisor of volunteer:

Phone: Fax:: E-Mail:

Department and division address:

Job site address (if different):

Description of work to be performed:

Specific duties and responsibilities of the position:

Does this job require the volunteer to drive while on the job? Yes No

If yes, he or she will be driving (check all that apply): a personal vehicle county vehicle clients

Briefly explain driving duties:

Does this job require physical labor? Yes No If yes, please explain:

Will the volunteer be given a login into the county's network? Yes No

Does this job require the volunteer to handle any protected health information? Yes No

Minimum age required:

Are there any required skills and qualifications needed to perform this job:

Training provided by the department (check all that apply):

On-The-Job HIPAA Safety Training Other, please explain:

Does this position require:			Typical hours needed to perform the job: per <input type="checkbox"/> day <input type="checkbox"/> week <input type="checkbox"/> month
A criminal history check	<input type="checkbox"/> yes	<input type="checkbox"/> no	
A department orientation	<input type="checkbox"/> yes	<input type="checkbox"/> no	
A driving history check	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Photo ID tag	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Personal vehicle proof of ins.	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Computer login	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Parking pass for downtown	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Reference checks	<input type="checkbox"/> yes	<input type="checkbox"/> no	
Length of commitment desired: <input type="checkbox"/> Open-ended <input type="checkbox"/> One-time <input type="checkbox"/> Minimum of:			Preferred work schedule: <input type="checkbox"/> Flexible schedule <input type="checkbox"/> Required schedule <input type="checkbox"/> Days during week

Save a copy of this form and return the saved copy to: Cathy Crocker, Marion County Volunteer Coordinator, Business Services Department, 555 Court St NE, PO Box 14500, Salem, OR 97309-5036, phone 503-588-7990, fax 503-566-3997, e-mail ccrocker@co.marion.or.us .
 (Last revised on October 28, 2011)