

# 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: \_\_\_\_\_

Job title: \_\_\_\_\_

Supervisor or contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

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)  personal vehicle  county vehicle  clients

Briefly explain driving duties \_\_\_\_\_

Does this job require physical labor? \_\_\_\_ yes \_\_\_\_ no If yes, please explain \_\_\_\_\_

\_\_\_\_\_

Does this job require the volunteer to handle any protected health information? \_\_\_\_ yes \_\_\_\_ no

Minimum age required: \_\_\_\_\_

Required skills and qualifications needed to perform this job: \_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_\_ On-The-Job \_\_\_\_\_ HIPAA \_\_\_\_\_ Safety Training Associated w/ Job \_\_\_\_\_ Other, explain

**Does this position require:**

A criminal history check	_____ yes	_____ no
A department orientation	_____ yes	_____ no
A driving history check	_____ yes	_____ no
Personal vehicle proof of ins.	_____ yes	_____ no
Photo ID tag	_____ yes	_____ no
Computer login	_____ yes	_____ no
Parking pass for downtown	_____ yes	_____ no
Reference checks	_____ yes	_____ no

**Typical hours needed to perform the job:**

\_\_\_\_\_ per day  
\_\_\_\_\_ per week  
\_\_\_\_\_ per month

**Preferred work schedule:**

Flexible \_\_\_\_\_  
Required \_\_\_\_\_  
Days/hours \_\_\_\_\_

Return this form to: **Glenis Chapin, 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.**

**Length of commitment desired:**

Open-ended \_\_\_\_\_  
One-time \_\_\_\_\_  
Minimum of \_\_\_\_\_