

## WEST VIRGINIA DEPARTMENT OF HEALTH AND HUMAN RESOURCES

## WV WORKS Volunteer Job Description

This template should be used by the local office to determine the job description for a self-initiated Community Service volunteer placement found by the client. The Worker should obtain this information from the agency for which the participant will be working. The information may be obtained via phone or in person. A copy of this job description must be placed in the case record.

**Agency Information**

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Volunteer agency contact who is providing this information: \_\_\_\_\_

Volunteer agency contact responsible for timesheets: \_\_\_\_\_

Types of Community Services provided by the agency (health, environment, services to senior citizens, etc):

**Volunteer Position Information**

Volunteer Job Title: \_\_\_\_\_

Description of volunteer's duties and responsibilities (List each one.)

Number of Hours and Days Scheduled per Week: \_\_\_\_\_

List skills, experience, and education necessary, including any special training, license, equipment or clothing required:

How long should it take to learn the position and skills associated with the job? \_\_\_\_\_

How often should this placement be reviewed? \_\_\_\_\_

Description of how this placement meets the participant's needs:

Date Set for Review of Placement: \_\_\_\_\_

\_\_\_\_\_  
WV WORKS Worker's Signature

\_\_\_\_\_  
Date

WV WORKS Volunteer Job Description Template (New 10/06)