

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 **volunteer position** be reviewed? _____Description of how this **volunteer position** meets the participant's needs:

_____Date Set for Review of **volunteer position**: __________
WV WORKS Worker's Signature_____
Date

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