



# Volunteer Activity Description

Department \_\_\_\_\_ Program/Event \_\_\_\_\_

Position \_\_\_\_\_ Other: \_\_\_\_\_

\*Internships are no longer volunteer positions

Supervised by (Name of City Employee): \_\_\_\_\_ Degree of Supervision \_\_\_\_\_

Does this Position Supervise Minors or Vulnerable Populations\*?

- Yes
- No
- Both - Special Case (Please Explain)

Explanation: \_\_\_\_\_

**Note: If Yes, fingerprint results MUST be received prior to starting the volunteer assignment. All volunteers who will be supervising/disciplining vulnerable populations, must have their fingerprints on file and be cleared.**

*\*The term "Vulnerable Populations" can be located in the City's Administrative Regulation 2.12 which defines vulnerable populations as: children, the elderly, and individuals that are mentally or physically challenged.*

Does this Position require the volunteer to drive?

- Yes
- No

**Note: If Yes, a copy of the volunteer's car insurance, driver's license and a 5-year DMV history report MUST be on file with Human Resources prior to starting the volunteer assignment. The volunteer must also be at least 18 years old. If driving a City vehicle, volunteers must also complete a Defensive Driver class.**

Goal/Purpose of the position:

\_\_\_\_\_

Duties of the position:

\_\_\_\_\_

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Type and length of training provided:

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Special Volunteer Requests

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Qualifications (i.e. education, experience, job history, etc.)

Required:

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Desired:

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Personal Characteristics:

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Minimum Age:

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**\*Note:** The minimum age for a volunteer position is up to the Supervisor's discretion. Volunteer assignments should be made considering the maturity level and age of the volunteer with the volunteer job duties.

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Benefits for the Volunteer:

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Known Hazards or Risks to the volunteer:

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## Volunteer Supervisor

Department:

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Volunteer Supervisor:

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Supervisors Extension:

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Signed:

Date

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## Risk Management

Risk Management Approval by:

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Risk Management Extension:

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Signed:

Date

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