

**County of Adams**

VOLUNTEER OR INTERN PROGRAM DESCRIPTION

DATE: \_\_\_\_\_

TITLE: \_\_\_\_\_ (Volunteer/Intern)

DEPARTMENT: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_

LOCATION: \_\_\_\_\_

LENGTH OF APPOINTMENT: \_\_\_\_\_ TO \_\_\_\_\_

ANTICIPATED HOURS/PERIODIC BASIS: \_\_\_\_\_

**Purpose of Volunteer or Intern Services:**

**Volunteer or Intern Services:**

(Please list in detail all volunteer or intern services that will be provided.)

**MATERIAL AND EQUIPMENT USED:** *(please check all that apply)*

- Desktop computer
- Computer Software Programs
- Calculator
- Office automation equipment, i.e. fax, telephone, copier, scanner, shredder, etc.
- Other: please explain: \_\_\_\_\_

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### **MINIMUM QUALIFICATIONS REQUIRED:**

*Education and Experience:*

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*License(s) and Certification(s):*

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### **KNOWLEDGE, SKILLS, AND ABILITIES:** *(please list specifics required)*

*Knowledge:*

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*Skills:*

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*Physical Abilities: (please check all that apply)*

- Keyboard, write, hear, and speak.
  - Sit, bend, walk, kneel, or stoop.
  - Lift up to \_\_ pounds.
  - Other: please explain: \_\_\_\_\_
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### **SCREENING REQUIRED:**

- Reference Checks & Post Employment and Volunteer Verification  
Local, State, and/or Federal Criminal History Check/Background  
Check
  - Credentials
  - Motor Vehicle Records
  - Other: please list: \_\_\_\_\_
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It is the policy of the County of Adams and the Court of Common Pleas not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, volunteer or internship opportunities, discharge, compensation, training, or other terms, conditions, and privileges of employment, or volunteer and intern positions.

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Additionally, the Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the County of Adams and the Court of Common Pleas to comply with all local, state, and federal laws concerning the employment or appointment of persons with disabilities so long as not to cause undue hardship to the County of Adams, Court of Common Pleas, or facility to which employed or appointed as a volunteer or intern. An individual who performs the essential job functions of the job or volunteer/intern position with reasonable accommodation, without undue hardship, will be given the same consideration for that position as any other applicant.

This program description serves as a guideline for communicating the essential functions and other information about the position to the applicant. It is not intended to create a binding employment contract nor cover every detail of the position, and may be changed where appropriate. The description is not intended to be an exhaustive list of all responsibilities and duties.

I have read the above volunteer or intern program description and the County Volunteer and Intern Policy and fully understand the requirements set forth therein. I hereby agree to abide by the requirements and responsibilities of said policy to the best of my ability.

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Volunteer/Intern Name

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Volunteer/Intern Signature

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Date