



JOB TITLE (check appropriate box)

Student Intern

Certified Volunteer

MAJOR OBJECTIVE: To provide support for staff, children and families, and fulfill requirements of region and/or field placement/internship.

RESPONSIBILITIES:

- Follow agency guidelines and policies as acknowledged in the Verification of Policy Understanding for Interns and Volunteers.
- Adhere to all Department of Children's Services (DCS) building requirements regarding wearing ID badges at all times and following the dress code.
- Submit time monthly to field supervisor and volunteer coordinator.
- Upon appointment, successfully complete a prescribed course of training offered by DCS and adhering to all DCS policies regarding volunteers.
- At the completion of assigned volunteer services, you are expected to return all state equipment to the Volunteer Coordinator that issued the same to you (State Identification badges, laptops, etc.).
- For Student Interns**, complete the required course hours for each semester as outlined by your educational institution.

SPECIFIC REGIONAL REQUIREMENTS: (add any regional specifics below)

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ORIENTATION/TRAINING: Volunteer Services Procedures Manual, Volunteer and Intern Handbook, and associated policies have been discussed with the student intern/certified volunteer and he/she was given the opportunity to seek any clarification needed. A copy of these documents has been provided to the student intern/certified volunteer.

SUPERVISION: Contact direct supervisor first. If direct supervisor is not available, contact the volunteer coordinator with any questions or concerns you may have.

COMMITMENT: The Department of Children's Services will work to ensure quality training and educational support in a teaming effort to provide each student intern/certified volunteer with a good working and learning experience. Each student intern will adhere to this job description and department policies.

Volunteer's Signature:		Date:	
Volunteer's Supervisor:		Date:	
Volunteer Coordinator:		Date:	



Check the "Forms" Webpage for the current version and disregard previous versions. This form may not be altered without prior approval.
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