



County of Sonoma
Volunteer Program



Human Resources Department
Training Division
575 Administration Dr. Suite 117C, Santa Rosa, CA 95403
(707) 565-2821 Fax: (707) 565-3079

JOB DESCRIPTION

Office Use Only Dept. Code: 4420hc	Recruitment Requested: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Pre-Screening Requested: YES <input type="checkbox"/> NO <input type="checkbox"/>	Date: 10/3/96 Updated: 10/29/05
Job Title: Haircutter	Number of Positions: 2-3	
Department: Probation	Division: Juvenile	
Program: Juvenile Hall	Address of Position: 155 Pythian Rd. No., SR 95409	
PURPOSE		
Brief description of department or division/program: Juvenile Hall is a holding facility for minors who have broken the law.		
JOB DESCRIPTION		
Specific tasks and responsibilities of the volunteer: We need someone who can bring their own tools and cut hair for 2-3 hours once a month. The volunteer will be cutting teenage boys' hair. Staff will always be present.		
QUALIFICATIONS		
Required skills, abilities, education levels, or other qualifications necessary for the job: A valid Barber of Cosmetology license is required. We need friendly people who like to laugh and can have compassion for these kids. Volunteers are known only by their first names, so there is no way for these kids to have contact with the volunteers on the outside.		
TIME COMMITMENT		
Number of hours per week: 2-3 hours a month		
Set required schedule: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, list hours/days per week:		
Special Project <input type="checkbox"/> Ongoing Position <input checked="" type="checkbox"/> For projects, estimated # of hours and date of completion:		
Minimum length of commitment needed from volunteer :		

BENEFITS TO VOLUNTEER

Specific training and/or experience the volunteer will receive: The volunteer will receive training in the institution's protocol, rules and regulations. A facilitator will escort their movements in the institution and will stay with them until they feel comfortable.

ADDITIONAL JOB REQUIREMENTS

- Confidentiality:
- Background check:
- Dress codes: normal work attire
- Valid CA driver's license and auto insurance. Photocopy for file:
- Physical Requirements:
- Other:

Will worker be driving a County car? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	How Often?
Will worker be required to use own vehicle? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	How Often?
Will worker operate any other machinery? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	If so, what? Barber tools
Supervisor's Name: Nancy Lowney	Phone: 537-6321
	Voice Mail:
Supervisor's Title: Volunteer Coordinator	Email: n/a
	Fax:

FOR RISK MANAGEMENT USE ONLY

Has position been previously approved for WC? YES [] NO []	
[] Reviewed and Approved	Comments:
[] Denied	Reason:
Risk Management Signature: Original Signed 6/14/84	Date of Signature: