



**CITY OF OCEANSIDE  
VOLUNTEER JOB DESCRIPTION  
(To Be Completed By Departments)**

City Department/Division/Program: \_\_\_\_\_

Position Title: \_\_\_\_\_ Reports To: \_\_\_\_\_

Does this position require: ☐ Driver License ☐ Fingerprinting ☐ Background check  
☐ Use of City vehicle to perform task ☐ Use of private vehicle to perform task

Purpose/Goal of Position: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Qualifications/Skills/Certifications Needed:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Duties/Responsibilities:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

Time Commitment:

Length (months): \_\_\_\_\_ # Hours per day: \_\_\_\_\_

# Days per Week: \_\_\_\_\_ Or Month: \_\_\_\_\_

Training Provided: \_\_\_\_\_  
\_\_\_\_\_

Work Site Name/Location: \_\_\_\_\_  
\_\_\_\_\_ Phone: \_\_\_\_\_

Contact for More Information: \_\_\_\_\_ Phone: \_\_\_\_\_

Please complete the attached Volunteer Job Risk Assessment