

County of Gloucester  
Human Resources Manual

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<b>CHAPTER:</b>	<b>2 – RECRUITMENT AND PLACEMENT</b>	<b>ADOPTED: 3/7/06</b>
<b>SECTION:</b>	<b>10 – VOLUNTEERS AND INTERNSHIPS</b>	<b>REVISED: 5/22/24</b>

The Board of County Commissioners encourages volunteers and interns to take an active part in County affairs.

All approved volunteers and interns are authorized to supplement the work of paid County employees under whom they are assigned. Volunteers and interns are to assist the professional staff in the operation of the respective department's functions.

All volunteers and interns must be approved prior to beginning service with the County and will be asked to sign a consent and release of liability form. For some students, an agreement with the school may be necessary prior to beginning volunteer or internship service. Please check with Human Resources regarding required school agreements. Volunteers less than 16 years of age must be accompanied by a parent or guardian.

The County reserves the right to accept, deny, retain or terminate the services of any volunteer or intern.

**Department Head/designee:**

Directs all inquiries and requests for volunteers and interns to the Human Resources Department.

Oversees any volunteers or interns that serve within their department.

**Human Resources:**

Directs the Department through the proper procedures in seeking approval of volunteers and interns.

Ensures all applicable information and documentation of volunteers and interns is kept on file within the department.