

## Volunteer Program – City Hall



This position serves the information desk on the first floor at City Hall for the City of Harrisonburg. Volunteers provide a positive first impression of the city. Duties include, but not limited to, greeting guests, answering incoming calls, and hearing the needs of visitors and referring to proper department for disposition.

**Date:** \_\_\_\_\_ (Please type or print clearly)

**Name:** \_\_\_\_\_ **Name I prefer to be called:** \_\_\_\_\_  
(Last) (First) (M.I.)

**Mailing Address:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

(If different)

**Home Address:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Harrisonburg resident for** \_\_\_\_ **years.**

**Bilingual:** Speak \_\_\_\_\_ Read \_\_\_\_\_ Write \_\_\_\_\_

**Were you referred by anyone:** Yes No **Name of Referring Party:** \_\_\_\_\_

**How did you hear about volunteering opportunity?** Cable Website Council Meeting  
Other: \_\_\_\_\_

**Employment Experience:**

**Volunteer Experience:**

**How often do you anticipate volunteering?**

1 - 4.5 hour shift a week 2 - 4.5 hour shift a week Other \_\_\_\_\_

**In addition to question above, are you willing to be put on an on-call list?** Yes No

**Days/Times most Available:**

Monday	Tuesday	Wednesday	Thursday	Friday
8:00 a.m. - 12:30 p.m.	8:00 a.m. - 12:30 p.m.	8:00 a.m. - 12:30 p.m.	8:00 a.m. - 12:30 p.m.	8:00 a.m. - 12:30 p.m.
12:30 p.m. - 5:00 p.m.	12:30 p.m. - 5:00 p.m.	12:30 p.m. - 5:00 p.m.	12:30 p.m. - 5:00 p.m.	12:30 p.m. - 5:00 p.m.

**Available Start Date:** \_\_\_\_\_

**Why do you wish to volunteer?**

**References** (Two persons not related to you):

Name	Address	Phone
1.		
2.		

**Any other information or special skills that you process?**

**In case of EMERGENCY, contact:**

**Name:** \_\_\_\_\_ **Relation:** \_\_\_\_\_  
(Last) (First) (M.I.)

**Phone Number:** \_\_\_\_\_ **Alternate Phone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

I, \_\_\_\_\_, volunteer my services to the City of Harrisonburg. I understand that I am not a paid employee. I give my permission to the City of Harrisonburg to use my photograph for promotional purposes. I also understand that all information on this application is subject to verification and I consent to a criminal history background check. I am at least 18 years old.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**-Please return completed application to the City Manager's Office-**  
409 S. Main Street, Harrisonburg, VA 22801  
**Tel:**(540)432-7701 **Fax:**(540)432-7778 **E-mail:**Erica.Kann@harrisonburgva.gov