



# County of Sonoma Volunteer Program



Human Resources Department  
Volunteer Division  
575 Administration Dr., Suite 117C, Santa Rosa, CA 95403  
(707) 565-2821 Fax: (707) 565-3565 volunteer@sonoma-county.org

## JOB DESCRIPTION

Office Use Only	Recruitment Requested: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>	Date: 2/14/2023
Job Title: Haircutter		Number of Positions: 1
Department: Probation	Division: Juvenile Hall	
Program: Juvenile Hall	Address of Position: 7425 Rancho Los Guilicos rd., Dept.	
PURPOSE		
<b>Brief description of the program:</b> Juvenile Hall is a residential detention facility for justice involved youth up to the age of 25.		
JOB DESCRIPTION		
<b>Specific tasks and responsibilities of the volunteer:</b> We are looking for a licensed hairdresser/barber to provide haircuts once a week or once every two weeks, for 2-6 hours per week. The haircutter will bring in their own supplies to use in the facility. The supplies will be accounted for upon entering/exiting the facility and will be accounted for when moving from unit to unit. The haircutter will always be supervised by a JCC staff while in the facility.		
QUALIFICATIONS		
<b>Required skills, abilities, education levels, or other qualifications necessary for the job:</b> Must provide a valid Barber or Cosmetology license. An ideal candidate is someone willing to work with at risk people, who can roll with an ever-changing environment in a detention setting. Must be willing to go through a background check with fingerprints. Additional facility training will follow the clearance of fingerprints. Professionalism & confidentiality of the residents is a priority.		

## TIME COMMITMENT

**Number of hours per week:** 2-6 hours

**Set required schedule:** Yes ☐ No ☒ **If yes, list hours/days per week:**

**Ongoing Position** ☒ **Special Project** ☐ **If special project, estimated # of hours** **date of completion**

**Minimum length of commitment needed from volunteer:** 1 year, preferably on going.

## BENEFITS TO VOLUNTEER

**Specific training and/or experience the volunteer will receive:** Facility Orientation on interacting with residents, some facility operations (alarms/mandated reporting/etc), and on-going trainings such as PREA.

## ADDITIONAL JOB REQUIREMENTS

- ☒ Confidentiality
- ☒ Background check
- ☒ Dress codes
- ☒ Valid CA driver's license if work requires driving a County or personal vehicle. Photocopy for file.
- ☐ Proof of Auto Insurance if driving a personal vehicle on County business. Photocopy for file.
- ☐ Physical Requirements
- ☐ Other

Will volunteer be driving a County car? YES ☐ NO ☒

How Often?

Will volunteer be required to use own vehicle? YES ☐ NO ☒

How Often?

Will volunteer operate any other machinery? YES ☒ NO ☐

If so, what? Haircutting supplies, shears, guards, scissors, etc.

**Supervisor's Name:** Chai Walin/ Julie Tabsharani

**Phone:** 707-565-8391

**Supervisor's Title:** Program Supervisor/ Volunteer Coordinator

**Email:** Julie.tabsharani@sonoma-county.org  
**Fax:**

## FOR RISK MANAGEMENT USE ONLY

☐ Reviewed and Approved

☐ Denied

Risk Management Signature: