



VOLUNTEER JOB DESCRIPTION/REQUEST FOR RSVP+ VOLUNTEERS

Volunteer Station: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ County: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Station Representative: \_\_\_\_\_

Volunteer Job Title \_\_\_\_\_

DUTIES: \* \_\_\_\_\_
\* \_\_\_\_\_
\* \_\_\_\_\_

ACTIVITY AVAILABLE (Please circle): DAYTIME EVENING WEEKDAYS WEEKEND

RANGE OF AVAILABLE HOURS: \_\_\_\_\_

AVERAGE MINIMUM COMMITMENT: \_\_\_\_\_ Hours per \_\_\_ day \_\_\_ week \_\_\_ month

MINIMUM LENGTH OF COMMITMENT (for example, 2 weeks, 6 months, etc.) \_\_\_\_\_

NUMBER OF VOLUNTEERS DESIRED: \_\_\_\_\_

TRAINING OR ORIENTATION PROVIDED? \_\_\_\_\_ Date(s) \_\_\_\_\_

MILEAGE REIMBURSEMENT: @ \$ \_\_\_\_\_ a mile FREE PARKING: \_\_\_\_\_ MEALS: \_\_\_\_\_

SPECIAL QUALIFICATIONS NEEDED FOR THIS VOLUNTEER JOB:
• \_\_\_\_\_
• \_\_\_\_\_

IMPACT (impact volunteers have on your clients or your site by completing this/these tasks):
• \_\_\_\_\_
• \_\_\_\_\_

ADDITIONAL COMMENTS/NOTES:
\_\_\_\_\_
\_\_\_\_\_

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Office Use Only
\_\_\_\_\_ Data entered - Reporter \_\_\_\_\_ Data entered - Volunteer Match \_\_\_\_\_ Other

Notes: \_\_\_\_\_ Revised 6-12-2009