VOLUNTEER REQUEST FORM AND JOB DECRIPTION TEMPLATE

Position Title	
Location	
Volunteer Availability (check all that apply for position)	

- ☐ **Volunteer in the office**
- ☐ **Volunteer from home**
- ☐ **During business hours (daytime, M-F)**
- ☐ **Project-Based**
- ☐ **Flexible**
- ☐ **On weekends and/or evenings**

Volunteer Interests (check all that apply for this position)

- ☐ **Interact directly with clients**
- ☐ **Apply a specialized skill**
- ☐ **Work independently**
- ☐ **Teach & train others**
- ☐ **Prepare community**
- ☐ **Fundraising**
- ☐ **Work with logistics**
- ☐ **Work with technology**
- ☐ **Work with a team**
- ☐ **Be out in the community**
- ☐ **Help with special events**
- ☐ **Lead a team**
- ☐ **Offer administrative support**
- ☐ **Work with government partners**
- ☐ **Interact with the media**
- ☐ **Work with numbers/data**
- ☐ **Place/manage volunteers**

Volunteer Benefits (check all that apply for this position)

- ☐ **Meet new people**
- ☐ **Give back to others**
- ☐ **Build resume**
- ☐ **Have fun**
- ☐ **Learn new skills**
- ☐ **Explore a career**
- ☐ **Gain leadership experience**
- ☐ **Get to know the community**

Purpose	•
Key Responsibilities	•
Relationships	•
Qualifications	•
Training	•
Appointed by	•
Reports to or Partners with	•
Length of	•

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Appointment	
Time Commitment	•
Development Opportunities	•

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

_____

Print Name

_____

Signature Date

Revised date _____