

Volunteer Position Description & Request Form
(Based on the 2010 JFF & Associates *Volunteer Position Description*)

Title:

Overview:

Key Responsibilities:

1

2

3

Supervisor:

Skills:

1

2

3

Qualifications:

1

2

3

Commitment:

- Length of Time:
- Amount of Time:
- Specify Evenings, Weekdays, Weekends:
- Location of Volunteer Assignment:

Benefits:

1

2

3

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Volunteer Request Form	
Name of person making request: _____ Department: _____	
Date (request is being submitted) _____	
Date(s) volunteer(s) are needed _____	Number of Volunteers needed: _____
Description of Volunteer Assignment: _____ _____ _____	
Special Skills or Qualifications: _____ _____ _____	
Other Information: _____ _____	
For office use only:	
Date Received: _____ Name of Person Processing request: _____ Other information needed? __Y/_N__ (use space on back)	
Is this request able to be filled? __Y/_N__ (if No, why not?) _____	
Course of Action: (circle all that apply)	
1. Recruit from Current Volunteers	2. Design new volunteer position
3. Recruit Externally	4. Other (use space on back)