

# VOLUNTEER POSITION / PROJECT DESCRIPTION

DATE: \_\_\_\_\_

**VOLUNTEER POSITION TITLE:** \_\_\_\_\_

DEPARTMENT/DIVISION: \_\_\_\_\_ DEPARTMENT ID NUMBER: \_\_\_\_\_

VOLUNTEER SITE COORDINATOR\*: \_\_\_\_\_ PHONE: \_\_\_\_\_

SUPERVISOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

LOCATION OF WORK SITE: \_\_\_\_\_

## **POSITION DESCRIPTION:**


## **SAFETY REQUIREMENTS:**


## **QUALIFICATIONS:**


PREFERRED START DATE: \_\_\_\_\_.

SCHEDULE: Flexible to volunteer's availability \_\_\_\_\_ or required schedule \_\_\_\_\_.

## **AUTHORIZING SIGNATURES:**

DEPARTMENT/DIVISION DIRECTOR \_\_\_\_\_ DATE: \_\_\_\_\_

VOLUNTEER SERVICES: \_\_\_\_\_ DATE: \_\_\_\_\_

RISK MANAGEMENT: \_\_\_\_\_ DATE: \_\_\_\_\_