

RETIRED & SENIOR VOLUNTEER PROGRAM
RSVP of Lake County
25 Public Square, Willoughby, OH 44094
(440) 269-3015 - fax (440) 975-3741 - Cristen.Kane@WESchools.org

VOLUNTEER JOB DESCRIPTION

Agency Name _____

Address _____

Telephone _____ Fax _____

Contact Person _____ Title _____

Title of Volunteer Position _____

Person to whom volunteer reports _____

Title _____

Duties _____

How will this volunteer opportunity impact on the direct services your agency provides to the community?

Qualifications (special skills needed/physical requirements of job)

Days and times needed _____

Orientation, supervision, training and evaluation given to volunteer

Volunteer benefits (parking, meals, transportation, work environment)

Handicap accessible?: _____

Other important information _____

Agency or contact person email/website: _____

*Please fax or email the RSVP office
the information on this form. The actual form does not need to be used, just the
information asked needs to be provided. This form helps RSVP staff find the right
volunteer for the volunteer assignment.*