



SMAA/RSVP VOLUNTEER POSITION DESCRIPTION

Volunteer position title:

Organization's name/address:

Organization's mission:

What specific tasks will the volunteer(s) perform:

Qualities, experience & skills needed by the volunteers:

Number of volunteers needed:

Where will the volunteer(s) work:

When will the volunteer(s) work:

What length of commitment is expected of the volunteer(s):

Is this assignment: ongoing or short-term:

What benefits or considerations do you offer the volunteer(s):

When and where will volunteer training/orientation take place:

Who will provide the training, and how long will it take:

Who will be responsible for volunteer hours input:

Who will supervise the volunteer(s): (Coordinator/Manager) Name, Phone, E-mail