

Date: \_\_\_\_\_

### Volunteer Request Form Job Description

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Volunteer Coordinator:** \_\_\_\_\_

Description of Duties:

- |                              |                        |                         |
|------------------------------|------------------------|-------------------------|
| _____ Arts/Crafts            | _____ Counseling       | _____ Respite Care      |
| _____ Athletics/Exercise     | _____ Fund Raising     | _____ Teaching/Tutoring |
| _____ Building/Repair        | _____ Grant Writing    | _____ Telephone Work    |
| _____ Child Care             | _____ Mechanics        | _____ Transportation    |
| _____ Clerical/Office Work   | _____ Music            | _____ Typing Computer   |
| _____ Committee/Board Work   | _____ Photography      | _____ Writing           |
| _____ Companionship/Visiting | _____ Public Relations | _____ Other _____       |

**Job is:** Permanent \_\_\_\_\_ Temporary \_\_\_\_\_ **Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Start Time** \_\_\_\_\_ **Finish Time:** \_\_\_\_\_

**No. of Volunteers Needed:** \_\_\_\_\_ **Age Preferences:** Under (18) Over

**Orientation/Training Provided by Agency:** \_\_\_\_\_

**Uniforms/Dress Required:** \_\_\_\_\_ **Transportation Needed:** \_\_\_\_\_

**Job Benefits:** \_\_\_\_\_

**Remarks:** \_\_\_\_\_

**Return to:**  
**Volunteers of Louisa**  
**P.O. Box 306**  
**Louisa, Virginia 23093**  
**(540) 967-6095**