

**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](mailto: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)

\_\_\_\_\_

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Days and times needed \_\_\_\_\_

Orientation, supervision, training and evaluation given to volunteer

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

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Handicap accessible?: \_\_\_\_\_

Other important information \_\_\_\_\_

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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.*