

Appendix B.4 – Sample Volunteer Assignment Description

Sponsor Logo Here

ABC COUNTY RSVP

Mailing Address: PO Box 123,
Our Town, XX 81234

Physical Address: 123 State St., Our Town, XX 81234

Telephone: (555) 555-1234

Fax: (555) 555-5555



Volunteer Assignment Description

Volunteer Station: _____

Title of Volunteer Assignment: _____

Basic volunteer duties involved with this assignment:

1. _____

2. _____

3. _____

Who will be served by this assignment?

What is the anticipated benefit of this volunteer service to those receiving the service?

What specific skills will the volunteer need? (Include any requirements for lifting, standing, or other physical requirements.)

Name of person providing this information: _____

Telephone: _____

Fax: _____

Email: _____

Date: _____

Acceptance by AmeriCorps Seniors RSVP Project Staff: _____

Date: _____