

[This is only a sample. Projects are encouraged to customize as appropriate]

RSVP Volunteer Assignment Description

Volunteer Station: _____

Setting: Describe where the volunteer will serve.

Title/Function: Name of the volunteer's position.

Service Schedule: Does the volunteer station require the volunteer to be available on given days or at certain times?

Supervision Received: Who supervises the volunteer?

Supervision Exercised: Does the volunteer supervise anyone else?

Examples of Services Performed: List activities of the volunteer.

Experience And Training: Are any prior experience, training, or skills required or desired by the volunteer station? Will the volunteer station provide any training?

Qualifications: Age 55 years or older. Are others required by volunteer station?

Benefits: Assistance with transportation and the cost of meals taken during assignments. Accident, personal liability, and excess automobile liability insurance. Recognition.