



HandsOn West Central Ohio Volunteer Position Profile

For staff use only...

Date: _____

Job Number: _____

General Agency Information

Agency: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____

Web site: _____

Volunteer Supervisor and Title: _____

Phone: _____ Email: _____

Volunteer Position Information

Position Title: _____

Position is available to...

(check all that apply)

- HandsOn West Central Ohio volunteers
Minimum Age: ____ Minimum Age with Parent: ____
- Retired & Senior Volunteer Program volunteers

Describe specific tasks and responsibilities for this position: _____

Required Skills/Qualifications: _____

Preferred Skills/Qualifications: _____

Describe training provided: _____

Describe benefits provided to volunteers: _____

How does this position impact your organization/clients? _____

Is a criminal background check required? Yes No

Will you consider volunteers who are required to complete court-ordered community service for this volunteer position? Yes No Unsure

This position is suitable for...

(check all that apply)

- Individuals
- Groups

Minimum number of volunteers needed: _____

Maximum number of volunteers needed: _____

Days/Times volunteers needed: _____

Is a flexible schedule available? If yes, please describe: _____

Is this position available to virtual volunteers? Yes No

Date Position is Available: _____ **Closing Date:** _____

Site Supervisor's Signature:

**HandsOn West Central Ohio
Volunteer Coordinator's Signature:**

Date: _____

Date: _____

For staff use only...

Please indicate the station type and service category for positions that are eligible to RSVP volunteers. Use the lists provided by the HandsOn West Central Ohio Director. All station types and service category assignments must be approved by the HandsOn West Central Ohio Director before they are assigned in the database. Please provide station supervisors with a copy of this completed profile. Volunteers assigned to this position should also receive a copy of this completed profile.

Agency – Station Type: _____

Position – Service Category: _____

Date Entered Into Database: _____ **By Whom:** _____