



# NWCSA – RSVP

Sponsored by Northwest Wisconsin  
Community Services Agency, Inc.  
Covering Ashland, Bayfield, Douglas & Iron Counties



**AmeriCorps  
Seniors**

1527 Tower Ave  
Superior, WI 54880  
Phone: 715-3924-3644  
Fax: 715-392-5517

623 2<sup>nd</sup> Ave East  
Ashland, WI 54806  
Phone: 715-292-6400  
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## VOLUNTEER REQUEST & JOB DESCRIPTION FORM

Person Requesting Volunteers \_\_\_\_\_ Job Title \_\_\_\_\_

Partnering Agency Name \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Other \_\_\_\_\_

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

Program Name: \_\_\_\_\_

Program Supervisor \_\_\_\_\_

Title of Volunteer Station or Activity \_\_\_\_\_

Start Date \_\_\_\_\_ Number of Volunteers Needed: \_\_\_\_\_

Job Parameters (including time of day, days per week or month, work site, etc) \_\_\_\_\_

Job Description/Responsibilities \_\_\_\_\_

Required Qualification/Skills \_\_\_\_\_

Describe Training Provided \_\_\_\_\_

Anticipated Impact of this volunteer activity on organization and/or clients served \_\_\_\_\_

Please check if able to provide to Volunteer while on the job or additional benefits:

Meals\_\_\_ Parking\_\_\_ Transportation\_\_\_ Newsletter\_\_\_ Recognition event\_\_\_ Other\_\_\_\_\_