



# Monterey Bay RSVP

Sponsored by  
The Volunteer Center of Santa Cruz County  
1740 17<sup>th</sup> Ave. Santa Cruz, CA 95062  
E-mail: [rsvp2@scvolunteercenter.org](mailto:rsvp2@scvolunteercenter.org)  
Phone: 831-427-5070 x106 or 831-224-3874

## Agency Request Form Volunteer Job Description

Agency Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Exec. Director Name \_\_\_\_\_ Email \_\_\_\_\_

Vol. Coordinator Contact \_\_\_\_\_ Email \_\_\_\_\_

Agency Phone \_\_\_\_\_ Agency Fax \_\_\_\_\_ Vol Coord. Phone \_\_\_\_\_

Agency Description/Mission \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Volunteer Job Description (Tasks) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Qualifications/Skills Required \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is a Background Check Required? \_\_\_\_\_

Type of volunteer training provided \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If formal training is required, what are the dates? \_\_\_\_\_

Expected Time Commitment (i.e. 3 hours per week for 6 months or Wednesday afternoons from 2pm to 4pm):

\_\_\_\_\_

Benefits to the volunteer (educational, professional, social, etc.): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_