



Job Title:							Date:	
Job Description - Please describe job activities, including specific duties, qualifications or skills that Volunteer will need. Please limit your response to 255 characters.								
Organization Name:								
Contact Person:				Contact Person's Position:				
Phone: [Day]		Phone: [Evening]		Phone: [Mobile]		Fax:		
Email:								
Location (if different than organization address):								
When should volunteers be available (check all that apply)?					How often should volunteers be available?			
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Yearly <input type="checkbox"/> On-going <input type="checkbox"/>
Mornings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Describe work hours:
Afternoons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evenings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Volunteers needed – start date:		Volunteers needed – end date:		Website posting – start date:		Website posting – end date:		
Minimum Age:	# of Volunteers Needed:		Hours needed per week (per volunteer)			Appropriate for court ordered service? Y <input type="checkbox"/> N <input type="checkbox"/>		
Is public transportation available at the work site? Y <input type="checkbox"/> N <input type="checkbox"/>			Is location wheelchair accessible? Y <input type="checkbox"/> N <input type="checkbox"/>			Is disability parking available? Y <input type="checkbox"/> N <input type="checkbox"/>		

PLEASE COMPLETE INFORMATION ON PAGE TWO

Return completed form to:
Volunteer Center of Greater Kalamazoo
709-A S Westnedge Ave
Kalamazoo, MI 49007

Questions? Call 269-382-8350
Fax 269-382-8362

vckzoo@volunteerkalamazoo.org

The Volunteer Center has my permission to share the information contained on this job registration form with volunteers who demonstrate and interest in the job and organization.

Signature of person submitting job description. (Not required for e-mailed registration forms)

Date

Desired Skills and/or Experience (check areas related to this volunteer position only):

Arts & Culture	Communications	Domestic
<input type="checkbox"/> Dance	<input type="checkbox"/> Advertising	<input type="checkbox"/> Child Care
<input type="checkbox"/> Fine Arts	<input type="checkbox"/> Graphic Design	<input type="checkbox"/> Cleaning
<input type="checkbox"/> Music	<input type="checkbox"/> Public Speaking	<input type="checkbox"/> Food Preparation/Service
<input type="checkbox"/> Photography	<input type="checkbox"/> Writing	<input type="checkbox"/> Personal Grooming
<input type="checkbox"/> Theatre		<input type="checkbox"/> Sewing
	Human Services	
Education	<input type="checkbox"/> Abuse Victim Assistance	Leadership
<input type="checkbox"/> Daycare: Children	<input type="checkbox"/> Assist People with Disabilities	<input type="checkbox"/> Board Training
<input type="checkbox"/> Education: Adult	<input type="checkbox"/> Counseling	<input type="checkbox"/> Event Coordination
<input type="checkbox"/> Education: College	<input type="checkbox"/> Dying/Hospice	<input type="checkbox"/> Human Resource Mgt.
<input type="checkbox"/> Education: Elementary	<input type="checkbox"/> Mentoring	<input type="checkbox"/> Leadership
<input type="checkbox"/> Education: Preschool	<input type="checkbox"/> Protection/Advocacy	<input type="checkbox"/> Professional Trainer
<input type="checkbox"/> Education: Secondary	<input type="checkbox"/> Senior Care Programs	<input type="checkbox"/> Project Coordination
<input type="checkbox"/> Education: Special Needs	<input type="checkbox"/> Single Parent Support	<input type="checkbox"/> Strategic Planning
<input type="checkbox"/> Tutoring	<input type="checkbox"/> Victim	
		Board Member Experience
Health/Medical	Languages	<input type="checkbox"/> Community Advocacy
<input type="checkbox"/> CPR	<input type="checkbox"/> American Sign Language	<input type="checkbox"/> Computers/technology
<input type="checkbox"/> Dental	<input type="checkbox"/> Arabic	<input type="checkbox"/> Education
<input type="checkbox"/> First Aid	<input type="checkbox"/> Chinese	<input type="checkbox"/> Finance
<input type="checkbox"/> Geriatrics	<input type="checkbox"/> English	<input type="checkbox"/> Fundraising
<input type="checkbox"/> Home Health Care	<input type="checkbox"/> French	<input type="checkbox"/> Grant Writing
<input type="checkbox"/> Lab/Technical	<input type="checkbox"/> German	<input type="checkbox"/> Healthcare
<input type="checkbox"/> Mental Health	<input type="checkbox"/> Hebrew	<input type="checkbox"/> Human Resources
<input type="checkbox"/> Nursing	<input type="checkbox"/> Japanese	<input type="checkbox"/> Insurance
<input type="checkbox"/> Paramedic	<input type="checkbox"/> Korean	<input type="checkbox"/> Law
<input type="checkbox"/> Pediatrics	<input type="checkbox"/> Russian	<input type="checkbox"/> Marketing/Communications
<input type="checkbox"/> Pharmacist	<input type="checkbox"/> Spanish	<input type="checkbox"/> Nonprofit Administration
<input type="checkbox"/> Physician	<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Public Administration
	<input type="checkbox"/> Other	<input type="checkbox"/> Public Relations
Information Technology		<input type="checkbox"/> Public Speaking
<input type="checkbox"/> Database Management	Office Skills	<input type="checkbox"/> Special Event Planning
<input type="checkbox"/> Hardware Support	<input type="checkbox"/> Bookkeeping	<input type="checkbox"/> Strategic Planning
<input type="checkbox"/> System & Network Support	<input type="checkbox"/> Data Entry	
<input type="checkbox"/> Web Developer	<input type="checkbox"/> Filing	Professional
	<input type="checkbox"/> Receptionist	<input type="checkbox"/> Accounting/CPA
Trade/Technical	<input type="checkbox"/> Word Processing	<input type="checkbox"/> Business Consulting
<input type="checkbox"/> Auto Mechanics		<input type="checkbox"/> Financial Advisor
<input type="checkbox"/> Carpentry		<input type="checkbox"/> Fundraising/Grant Writing
<input type="checkbox"/> Construction		<input type="checkbox"/> Legal or Paralegal
<input type="checkbox"/> Electrician		
<input type="checkbox"/> Landscaping		
<input type="checkbox"/> Plumber		

Volunteer's areas of Interest (check each interest area that matches this opportunity & your agency mission):

<input type="checkbox"/> Administration	<input type="checkbox"/> Health Care & Counseling
<input type="checkbox"/> Animals	<input type="checkbox"/> Holiday Volunteer Opportunities
<input type="checkbox"/> Arts & Culture	<input type="checkbox"/> Human Services
<input type="checkbox"/> Board Member	<input type="checkbox"/> Kalamazoo Promise
<input type="checkbox"/> Children & Youth	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Communications	<input type="checkbox"/> Office Skills
<input type="checkbox"/> Community Development	<input type="checkbox"/> Poverty Reduction
<input type="checkbox"/> Court Ordered Service	<input type="checkbox"/> Recreation
<input type="checkbox"/> Diversity & Social Awareness	<input type="checkbox"/> Retail
<input type="checkbox"/> Education	<input type="checkbox"/> Seniors & Aging
<input type="checkbox"/> Faith-based Initiatives	<input type="checkbox"/> Special Events
<input type="checkbox"/> Food/Shelter/Clothing	<input type="checkbox"/> Technology/Media
<input type="checkbox"/> Gardening & Environment	<input type="checkbox"/> Teen Activity, Approved for Ages 13-18
<input type="checkbox"/> Group Volunteer Activity	