

# CSS Staff Request for Volunteers

Date: \_\_\_\_\_ Name: \_\_\_\_\_ Department: \_\_\_\_\_

**Time Frame:** when do you need the work completed?

- ASAP \_\_\_\_\_
- Time Specific – start/end date \_\_\_\_\_
- Whenever the appropriate volunteer is available
  - Preferred time and day of the week: \_\_\_\_\_

**Project Description:** what needs to be done?

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- This project involves highly confidential information and volunteer is required to discuss and sign additional paperwork provided by the program

**Duration:** estimated duration in hours/days

- One-time \_\_\_\_\_
- Short term \_\_\_\_\_
- On-going \_\_\_\_\_

**Qualifications:** list any specific skills or experience needed or preferred for this project

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**Supervision:** who will be supervising this project?

- Program Staff: \_\_\_\_\_
- Volunteer Coordinator

**Physical Requirements:** list any attributes such as lifting, standing, repetitive motion, working outside, etc. that are necessary to complete the task.

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**Program Director Approval:**

\_\_\_\_\_  
Signature

Date received by Volunteer Manager \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The following procedures will help CSS staff and volunteers have a positive experience:

## **CSS Staff Request for Volunteers**

### **Staff Responsibilities:**

- Complete a written or email request detailing volunteer need
- Be able to give at least 15 minutes to clearly explain instructions to volunteer and/or volunteer coordinator
- Be available to answer questions
- Be respectful and courteous toward volunteers
- Give feedback to volunteer coordinator and report any problems or issues
- Trust that volunteer coordinator will make appropriate volunteer/project match

### **Volunteer Coordinator Responsibilities:**

- Understand staff needs, seek clarification when necessary
- Recruit and schedule responsible and reliable volunteers
- Make all attempts at appropriate volunteer/project matches
- Provide volunteers a basic orientation to CSS and program of project
- Obtain completed application and signed statement of confidentiality
- Complete necessary background checks
- Follow up with staff on project status and volunteer need
- Arrange for volunteer thank you and recognition

\*Volunteers are also considered Interns, Work Experience Individuals, and/or Community Work Service Individuals