

## “Hot Job” Volunteer Form

A “Hot Job” volunteer opportunity form must be completed to be posted.

**Name of Volunteer Opportunity:** \_\_\_\_\_

**Organization Served:** \_\_\_\_\_

**Volunteer Coordinator:** \_\_\_\_\_

**Volunteer Coordinator Email Address:** \_\_\_\_\_

**Volunteer Coordinator Phone Number:** \_\_\_\_\_

**Description of event (how it will appear online):** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Time Volunteers are needed:** \_\_\_\_\_ - \_\_\_\_\_

**Location of Event (full address):** \_\_\_\_\_

\_\_\_\_\_

**Minimum Age of Volunteer:** \_\_\_\_\_ **Minimum Age of Volunteer (w/ adult):** \_\_\_\_\_

**Number of Volunteers needed for this position:** \_\_\_\_\_

**What is the registration cutoff date for volunteers:** \_\_\_\_\_

**Position is suitable for court-ordered volunteers:** Yes                  No

**Is the position Family Friendly?** Yes                  No

**Is the position also appropriate as a Group Project?** Yes                  No

**Is an orientation required for this position:** Yes                  No

**Is a background check required for this position:** Yes                  No

**Please use the lines below to include any other information we need to know about the event (dress codes, special skills required, etc.)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_