

LOGO HERE—or Name of Organization

**Volunteer Assignment Description
(Name of Assignment, e.g., Office Assistant Volunteer)**

What: This position involves...

Where: Area of building, or address, or name of location

Working Conditions/equipment needed: any tools/equipment they have to use, or bring, outside/inside, with others/solo, etc.

When: Day, time, length of shift, amount of commitment if relevant

Supervised by: Your name or title, other supervisor's name or title

Skills Required: List

Skills Gained: List