

Request for Volunteers

(Complete one form for each job description.)

Request # 25 Today's Date: _____ Start Date: _____ End Date: _____

Title of Volunteer Position: Safety Presenter

Agency Name: Health Department Agency Contact: Nurse Nancy

Agency Address: 900 Main St. Phone: 555-1234 Ext: 924

Duties: *Make safety presentations on flood recovery and sanitation*

Volunteers must be physically able to: *Stand for 1 hour*

Number Needed: 2 Days/Hrs Needed: Afternoons and evenings

For this position, volunteers must be at least _____ years of age.

Skills Needed

Job Skill #	Description		Job Skill #	Description
250	Public Speaking			

Follow-up Contacts with Requesting Agency / Clarification of Need

Date	Comments

Volunteers Referred

[illegible]

Request closed on / / Completed ☐ No placements possible ☐ No longer needed ☐

Request for Volunteers

(Complete one form for each job description.)

Request # 26 Today's Date: _____ Start Date: _____ End Date: _____

Title of Volunteer Position: RN or LPN

Agency Name: Health Department Agency Contact: Dr. Spock

Agency Address: 900 Main St. Phone: 555-1234 Ext: 924

Duties: Give tetanus shots to survivors and responders

Volunteers must be physically able to: _____

Number Needed: 1 Days/Hrs Needed: 9:00 a.m. to 2:00 p.m.

For this position, volunteers must be at least 21 years of age.

Skills Needed

Job Skill #	Description	Job Skill #	Description
<u>120</u>	<u>Nursing</u>		

Follow-up Contacts with Requesting Agency / Clarification of Need

Date	Comments

Volunteers Referred

Name	Date	Name	Date

Request closed on ____/____/____ Completed ☐ No placements possible ☐ No longer needed ☐

Request for Volunteers

(Complete one form for each job description.)

Request # 27 Today's Date: _____ Start Date: _____ End Date: _____

Title of Volunteer Position: Clerk

Agency Name: County Social Services Agency Contact: Frank Friendly

Agency Address: Old Publix Grocery Store on Starkey Rd. Phone: 555-2345 Ext: 752

Duties: Check in and store personal belongings and documents brought in by survivors to be stored in this donated warehouse space

Volunteers must be physically able to: Lift boxes up to 30 pounds

Number Needed: 3 Days/Hrs Needed: 7:00 a.m. to 1 p.m. or 1:00 p.m. to 7 p.m.

For this position, volunteers must be at least _____ years of age.

Skills Needed

Job Skill #	Description	Job Skill #	Description
<u>310</u>	<u>Clerk</u>		
<u>330</u>	<u>Phone Receptionist</u>		
<u>720</u>	<u>Sorting / Packing</u>		

Follow-up Contacts with Requesting Agency / Clarification of Need

Date	Comments

Volunteers Referred

Name	Date	Name	Date

Request closed on ____/____/____

Completed ☐ No placements possible ☐ No longer needed ☐

Request for Volunteers

(Complete one form for each job description.)

Request # 28 Today's Date: _____ Start Date: _____ End Date: _____

Title of Volunteer Position: Pet Shelter Worker

Agency Name: County Animal Services Agency Contact: Joe Cocker-Spaniel

Agency Address: 213 Central Ave. Phone: 555-3456 Ext: 103

Duties: People who like animals to help set up and operate a shelter for displaced pets.

Volunteers must be physically able to: Lift 25 lb. animals

Number Needed: 2 Days/Hrs Needed: 7 a.m. to 7 p.m.

For this position, volunteers must be at least _____ years of age.

Skills Needed

Job Skill #	Description	Job Skill #	Description
<u>455</u>	<u>Animal Rescue</u>		
<u>460</u>	<u>Animal Care</u>		

Follow-up Contacts with Requesting Agency / Clarification of Need

Date	Comments

Volunteers Referred

Name	Date	Name	Date

Request closed on ____/____/____

Completed ☐ No placements possible ☐ No longer needed ☐

Request for Volunteers

(Complete one form for each job description.)

Request # 29 Today's Date: _____ Start Date: _____ End Date: _____

Title of Volunteer Position: Meal Delivery Driver

Agency Name: Senior Friendship Center Agency Contact: Minnie Driver

Agency Address: 972 Longwood Highway Phone: 555-1824 Ext: _____

Duties: Deliver meals to homebound seniors

Volunteers must be physically able to: Drive and be able to get in and out of car easily

Number Needed: 2 Days/Hrs Needed: 10 a.m. to 3 p.m.

For this position, volunteers must be at least 21 years of age.

Skills Needed

Job Skill #	Description		Job Skill #	Description
<u>610</u>	<u>Car</u>			
<u>615</u>	<u>Station Wagon / Mini Van</u>			

Follow-up Contacts with Requesting Agency / Clarification of Need

Date	Comments

Volunteers Referred

Name	Date	Name	Date

Request closed on ____/____/____ Completed ☐ No placements possible ☐ No longer needed ☐

Request for Volunteers

(Complete one form for each job description.)

Request # 30 Today's Date: _____ Start Date: _____ End Date: _____

Title of Volunteer Position: Traffic Aide

Agency Name: Sheriff's Office Agency Contact: Deputy Doggett

Agency Address: 812 Claire Mont Phone: 555-0911 Ext: _____

Duties: Place barricades and traffic cones at areas of high water on roads.

Volunteers must be physically able to: Lift 25 lbs.

Number Needed: 3 Days/Hrs Needed: immediately for four hours

For this position, volunteers must be at least 18 years of age.

Skills Needed

Job Skill #	Description	Job Skill #	Description
<u>445</u>	<u>Traffic Control</u>		
<u>635</u>	<u>Truck</u>		
<u>730</u>	<u>Clean-up</u>		

Follow-up Contacts with Requesting Agency / Clarification of Need

Date	Comments

Volunteers Referred

Name	Date	Name	Date

Request closed on ____/____/____ Completed ☐ No placements possible ☐ No longer needed ☐

Request for Volunteers

(Complete one form for each job description.)

Request # 31 Today's Date: _____ Start Date: _____ End Date: _____

Title of Volunteer Position: Kitchen Workers

Agency Name: Salvation Army Agency Contact: Harry Cooke

Agency Address: 1650 Chestnut Drive (Pinellas Park) Phone: 561-1122 Ext: _____

Duties: Prepare meals for disaster workers and clients and clean up afterwards.

Volunteers must be physically able to: _____

Number Needed: 3 Days/Hrs Needed: One or two meals daily between 5 a.m. - 9 p.m.

For this position, volunteers must be at least _____ years of age.

Skills Needed

Job Skill #	Description	Job Skill #	Description
<u>410</u>	<u>Food</u>		

Follow-up Contacts with Requesting Agency / Clarification of Need

Date	Comments

Volunteers Referred

Name	Date	Name	Date

Request closed on ____/____/____

Completed ☐ No placements possible ☐ No longer needed ☐

Request for Volunteers

(Complete one form for each job description.)

Request # 32 Today's Date: _____ Start Date: _____ End Date: _____

Title of Volunteer Position: Sandbaggers

Agency Name: Forest Trail Community Assn. Agency Contact: Robyn Hood

Agency Address: 1000 Forest Trail (Community Center) Phone: 566-8200 Ext: _____

Duties: Fill sandbags and stack along the river.

Volunteers must be physically able to: Bend and lift 25 lbs.

Number Needed: 18 Days/Hrs Needed: immediately for 6-8 hours

For this position, volunteers must be at least _____ years of age.

Skills Needed

Job Skill #	Description	Job Skill #	Description
<u>710</u>	<u>Loading / Shipping</u>		
<u>730</u>	<u>Clean-up</u>		

Follow-up Contacts with Requesting Agency / Clarification of Need

Date	Comments

Volunteers Referred

Name	Date	Name	Date

Request closed on ____/____/____ Completed ☐ No placements possible ☐ No longer needed ☐

Request for Volunteers

(Complete one form for each job description.)

Request # 33 Today's Date: _____ Start Date: _____ End Date: _____

Title of Volunteer Position: Driver

Agency Name: County Social Services Agency Contact: Noah Lott

Agency Address: 925 Main St. Phone: 555-1234 Ext: 785

Duties: Drive county vehicles to take survivors to disaster recovery centers and doctors' appointments.

Volunteers must be physically able to: _____

Number Needed: 2 Days/Hrs Needed: 8 a.m. - 5 p.m.

For this position, volunteers must be at least 21 years of age.

Skills Needed

Job Skill #	Description	Job Skill #	Description
<u>650</u>	<u>Commercial Drivers License</u>		

Follow-up Contacts with Requesting Agency / Clarification of Need

Date	Comments

Volunteers Referred

Name	Date	Name	Date

Request closed on ____/____/____ Completed ☐ No placements possible ☐ No longer needed ☐

Request for Volunteers

(Complete one form for each job description.)

Request # 34 Today's Date: _____ Start Date: _____ End Date: _____

Title of Volunteer Position: Animal Handler

Agency Name: County Animal Services Agency Contact: Joe Cocker-Spaniel

Agency Address: 213 Central Ave. (St Pete) Phone: 555-3456 Ext: 103

Duties: Capture escaped pet boa constrictor last seen near the American Red Cross shelter

Volunteers must be physically able to: Lift 45 lbs.

Number Needed: 3 Days/Hrs Needed: Today

For this position, volunteers must be at least _____ years of age.

Skills Needed

Job Skill #	Description		Job Skill #	Description
<u>455</u>	<u>Animal Rescue</u>			
<u>460</u>	<u>Animal Care</u>			

Follow-up Contacts with Requesting Agency / Clarification of Need

Date	Comments

Volunteers Referred

Name	Date	Name	Date

Request closed on ____/____/____

Completed ☐ No placements possible ☐ No longer needed ☐

Request for Volunteers

(Complete one form for each job description.)

Request # 35 Today's Date: _____ Start Date: _____ End Date: _____

Title of Volunteer Position: Clean Up Volunteer

Agency Name: Center for Independent Living Agency Contact: Able Goodman

Agency Address: 2483 Victoria Street Phone: 566-2102 Ext: _____

Duties: Check in at office, get address of disabled clients. Help salvage belongings from flooded homes.

Volunteers must be physically able to: lift furniture and carry items.

Number Needed: 4 Days/Hrs Needed: Today or tomorrow at volunteers' convenience

For this position, volunteers must be at least _____ years of age.

Skills Needed

Job Skill #	Description	Job Skill #	Description
<u>730</u>	<u>Clean-up</u>	<u>720</u>	<u>Sorting / Packing</u>
<u>635</u>	<u>Truck</u>		
<u>710</u>	<u>Loading / Shipping</u>		

Follow-up Contacts with Requesting Agency / Clarification of Need

Date	Comments

Volunteers Referred

Name	Date	Name	Date

Request closed on ____/____/____

Completed ☐ No placements possible ☐ No longer needed ☐

Request for Volunteers

(Complete one form for each job description.)

Request # 36 Today's Date: _____ Start Date: _____ End Date: _____

Title of Volunteer Position: Information Receptionist

Agency Name: County General Hospital Agency Contact: Poppy Pomfrey

Agency Address: 902 Main St. Phone: 555-5868 Ext: 2130

Duties: Volunteers needed to assist victims with information about medical services and answer the hospital information phone line.

Volunteers must be physically able to: _____

Number Needed: 3 Days/Hrs Needed: Four shifts avail: : 7a-11a, 11a-3p, 3p-7p, 7p-11 p

For this position, volunteers must be at least _____ years of age.

Skills Needed

Job Skill #	Description	Job Skill #	Description
<u>330</u>	<u>Phone Receptionist</u>		

Follow-up Contacts with Requesting Agency / Clarification of Need

Date	Comments

Volunteers Referred

Name	Date	Name	Date

Request closed on ____/____/____

Completed ☐ No placements possible ☐ No longer needed ☐

Request for Volunteers

(Complete one form for each job description.)

Request # 37 Today's Date: _____ Start Date: _____ End Date: _____

Title of Volunteer Position: Salvage / Recovery Volunteer

Agency Name: St. Stanislaus School for Wayward Boys Agency Contact: Fr. Karol Majorkiewicz

Agency Address: 10 Saints Way Phone: 566-7265 Ext: _____

Duties: Assist in recovering textbooks and school supplies from tornado damage to prevent additional damage from rainfall.

Volunteers must be physically able to: lift 20 lbs.

Number Needed: 6 Days/Hrs Needed: Immediately for 6-8 hours

For this position, volunteers must be at least _____ years of age.

Skills Needed

Job Skill #	Description	Job Skill #	Description
720	Sorting / Packing		
710	Loading / Shipping		

Follow-up Contacts with Requesting Agency / Clarification of Need

Date	Comments

Volunteers Referred

Name	Date	Name	Date

Request closed on ____/____/____ Completed ☐ No placements possible ☐ No longer needed ☐

Request for Volunteers

(Complete one form for each job description.)

Request # 38 Today's Date: _____ Start Date: _____ End Date: _____

Title of Volunteer Position: Shelter Organizer

Agency Name: Forest Heights UM Church Agency Contact: Jo King

Agency Address: 25 Forest Country Lane Phone: 566-0256 Ext: _____

Duties: Assist five churches set up shelters by moving furniture, bookshelves, and unloading cots and shelter supplies.

Volunteers must be physically able to: Move furniture and supplies up to 25 lbs.

Number Needed: 5 Days/Hrs Needed: Today, 11 a.m. to 5 p.m.

For this position, volunteers must be at least 14 years of age.

Skills Needed

Job Skill #	Description	Job Skill #	Description
<u>710</u>	<u>Loading / Shipping</u>		

Follow-up Contacts with Requesting Agency / Clarification of Need

Date	Comments

Volunteers Referred

Name	Date	Name	Date

Request closed on ____/____/____ Completed ☐ No placements possible ☐ No longer needed ☐

Request for Volunteers

(Complete one form for each job description.)

Request # 39 Today's Date: _____ Start Date: _____ End Date: _____

Title of Volunteer Position: Mass Care Worker

Agency Name: American Red Cross Agency Contact: Helen Helpus

Agency Address: 5804 Marty Evans Ave Phone: 555-6021 Ext: _____

Duties: Assist with public outreach and the distribution of comfort kits and meals,

Volunteers must be physically able to: lift 20 lbs.

Number Needed: 8 Days/Hrs Needed: Days, 9 am - 5 p.m.

For this position, volunteers must be at least _____ years of age.

Skills Needed

Job Skill #	Description	Job Skill #	Description
<u>250</u>	<u>Public Relations</u>		
<u>410</u>	<u>Food</u>		
<u>610</u>	<u>Car</u>		

Follow-up Contacts with Requesting Agency / Clarification of Need

Date	Comments

Volunteers Referred

Name	Date	Name	Date

Request closed on ____/____/____

Completed ☐ No placements possible ☐ No longer needed ☐