



COMMUNITY SERVICE JOB LISTING

Semester/Year _____

Volunteer Coordinator: _____

Contact Person (#): _____ Phone#: _____

Community Service Organization: _____

Organization Address: _____

Responsibilities (Please write a detailed description)

Skills Required:

Skills/competencies that could be developed on the job (check all that apply)

<input type="checkbox"/> Communication	<input type="checkbox"/> Telephone
<input type="checkbox"/> Time Management	<input type="checkbox"/> Analyzing information
<input type="checkbox"/> Interpersonal	<input type="checkbox"/> Problem solving
<input type="checkbox"/> Attention to detail	<input type="checkbox"/> Working as part of a team
<input type="checkbox"/> Organizing information	<input type="checkbox"/> Acting Professionally

Hours: _____

Salary _____
(to be completed by Career Office)