



## Volunteer Request\*

Please complete this form and SUBMIT to the Volunteer Manager or mail to:  
 NY-NJ Trail Conference, 600 Ramapo Valley Road, Mahwah, NJ 07430

### About the Assignment:

Date of Submission:	Submitted by:
Assignment Title:	
Duration of Assignment:	Time Commitment:
Responsibilities & Duties:	
Necessary Skills, Training and Qualifications:	
What Makes this position exciting?	
Training to be provided:	
Age Requirements:	Number of Openings:

Job Site/Location:	
Volunteer Supervisor:	Contact:

**Posting Details:**

Posted Date:

Posting Signed off by submitter :

Filled Date:

Planned Removal Date:

45 Day Follow up meeting with submitter Date:

\*All posts are only valid for 45 days unless signed off by the volunteer coordinator



**Internal Use Only**

Staple copy of approved add to this posting.

\*\*\*\* Please notify the office when the vacancy is filled.\*\*\*\*