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# RETIRED & SENIOR VOLUNTEER PROGRAM

Serving Schuyler & Yates Counties

(607) 535-7105, (cell) 315-694-1081, (fax) 607-535-6813

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## Volunteer Job Description

*Attachment C*

Date of Request: July 2006

**Agency/Organization:** Literacy Volunteers - Yates  
**Agency/Organization Address:** 117 Elm Street, Penn Yan, NY 14527  
**Contact Person:** Nancy Richardson  
**Phone:** 315)536-6799

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**Job Title:** Tutor

**Duties and Tasks:** One-on-one basic reading with an adult student

**Skills Required:** High school diploma or GED

**Volunteers will be working with:**  Children  Elderly  Disabled or  Not Applicable  
*(check all that apply)*

**Number of Volunteers Needed:** Open

**Car required for job itself?**  Yes  No **Comments:** Not an authorized driving assignment

**Training to be Provided:** Basic reading training provided by station staff  
*(please describe)*

**Start Date and End Date:** On - going

**Times/Days Needed:** Varies

**Volunteer Supervisor:** \_\_\_\_\_  
*(Person the volunteer will report to if different from the "contact" person.)*

**Work Site:** 103 Main Street (upstairs), Penn Yan  
*(If different from organization's main address)*

**Other Information:** 6/14/06 - Per station survey, volunteers do not drive or work with vulnerable populations

**OFFICE USE ONLY:** Type(s) of Screening Required:  Criminal  MVR  None  
*(Check all that apply)*

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## Volunteer Job Description

*Attachment C*

Date of Request: 4/2009

**Agency/Organization:** Literacy Volutneers of Yates County  
**Agency/Organization Address:** 117 Elm Street, Penn Yan, NY 14527  
**Contact Person:** Nancy Richardson  
**Phone:** 315-536-6799

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**Job Title:** Receptionist

**Duties and Tasks:** Perform various receptionist tasks for Literacy Volunteers, including phone answering and greeting visitors.

**Skills Required:** Good public relations and phone skills, ability to take detailed messages.

**Volunteers will be working with:**  Children  Elderly  Disabled or  Not Applicable  
*(check all that apply)*

**Number of Volunteers Needed:** Enough to cover each day of the week, if possible.

**Car required for job itself?**  Yes  No **Comments:** Not an authorized driving assignment

**Training to be Provided:** Orientation provided by Literacy Volunteers staff.  
*(please describe)*

**Start Date and End Date:** on - going

**Times/Days Needed:** Monday-Friday, 9am-4pm

**Volunteer Supervisor:** \_\_\_\_\_  
*(Person the volunteer will report to if different from the "contact" person.)*

**Work Site:** \_\_\_\_\_  
*(If different from organization's main address)*

**Other Information:** Not working with vulnerable populations of driving

**OFFICE USE ONLY:** Type(s) of Screening Required:  Criminal  MVR  None  
*(Check all that apply)*