

Volunteer Requirements: A Sample Checklist

I. Basic Program Requirements

Time requirements

Hours per week/month _____ Length of commitment _____(months)

Age limits _____

Residence requirements—living in neighborhood of program required?

Yes No

Transportation requirements

Distance the volunteers will need to travel _____

Will they need:

Access to a car Access to public transportation

Other basic program requirements:

II. Physical Characteristics

Mobility level

High

Medium

Low

Physical wellness level

Other physical requirements:

High

Medium

Low

III. Intellectual/Educational/Special Talents

Literacy level (reading and writing)

High

Medium

Low

N/A

Math knowledge and skills

Oral communication skills

High

Medium

Low

N/A

High

Medium

Low

N/A

Other knowledge needed _____

Other skills or abilities needed _____

IV. Personal Traits

Good listener

Able to set limits

Warm

Flexible

Open

Creative

Reliable

Stable

Team player

Patient

Persistent

Nonjudgmental

Good sense of humor

Willing to try new things

Has respect for others

Can appreciate target population's cultural environment

Is not easily offended

Able to accept supervision

Able to work independently