



**Stony Brook University Career Center
Description of Volunteer Position**

Organization name: _____

Address: _____

Web address: _____

Contact Person: _____

Phone: _____ **Fax:** _____ **Email:** _____

Volunteer Title/Position: (please feel free to list multiple positions) _____

Description(s) of Responsibilities: _____

Time frame: (please be specific about times and days volunteers are needed)

Length of commitment: _____

Hours per week (required or preferred): _____

Times and days volunteers are needed: _____

Flexible? Yes ___ No ___

Location of placement (if different than above): _____

Is this within walking distance (one mile) of Stony Brook University? Yes___ No___

If "no", is it accessible via public transportation? Yes___ No___

Could your organization help provide rides for volunteers? Yes___ No___

Return this form to:

**Urszula Zalewski,
Career & Volunteer Programs Coordinator
Career Center, Stony Brook University
Melville Library, Room W-0550
Stony Brook, NY 11794-3363
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Fax: 631-632-9146
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