
Organization Description Form

This description needs to be submitted prior to the beginning of each semester (deadline dates for turning in the description are included in the calendar) or as the information changes. Please follow this format by editing job description to fit accordingly.

Organization Name:

Neighborhood/Geographical Area:

Contact Person:

Title of Contact Person:

Phone Number:

Email address:

Best Time of Day/Method for Contact:

Website:

Address of Organization:

Bus Lines Close to Organization:

Orientation/Training Dates and Locations:

Organization Description: (what you do, who you work with in the community, etc.)

Position Description:

Program Locations (if different from organization address)

Days/Hours for Positions: (i.e. Mondays from 3:30pm to 8:00pm)

Special Requirements: (experience or qualities sought, etc.)

Application Process: (i.e. written application, interview, background check, references, etc.)

Number of students you are willing to take this semester in each program:

see sample on following page k