

Volunteer Position Description Template:

Position Title: *(a word or two that describe the role (volunteer is not a title)*

Location: *(where the work takes place)*

Description of duties: *(what the volunteer is to do - general duties, not specifics)*

Goal/anticipated results: *(why the work is important, what impact the volunteer's work will have)*

Evaluation method: *(how success will be measured)*

Skills and qualifications required: *(skills, knowledge, traits, background or education the volunteer must have to fulfil the duties above and to help you target recruit)*

Time commitment: *(when the work gets done i.e. day/evenings/weekends or flexible, how long a commitment is required)*

Orientation and training : *(introduction to the organization, upfront/ ongoing training to help the volunteer be successful)*

Benefits: *(to the volunteer, to the community)*

Support person: *(from the organization):*

Phone or e-mail:

Date position description developed or revised: