

# Volunteer Position Description Worksheet

Use this worksheet to outline responsibilities, support, and benefits of specific volunteer opportunities. Remember to be as detailed as possible and use clear language – no jargon or acronyms that new volunteers may not understand.

Title: \_\_\_\_\_

Purpose/objective: \_\_\_\_\_

\_\_\_\_\_

Location: \_\_\_\_\_

Key responsibilities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Qualifications: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time commitment: \_\_\_\_\_

\_\_\_\_\_

Training/support provided: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Benefits: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_

Program website: \_\_\_\_\_