



# Caldwell Leadership Solutions LLC

*Helping Nonprofit Leaders Stay in Control of Their Mission*

*www.caldwellleadersolutions.com ~ tonjacls@gmail.com*

## Volunteer Position Description

<b>Title</b>	Provide a descriptive title that gives the volunteer a sense of identity.
<b>Purpose</b>	Use no more than two sentences to describe the specific purpose of the position (expected result).
<b>Location</b>	Describe where the person will be working.
<b>Key Responsibilities</b>	List the position's major responsibilities. Clearly define what the volunteer is expected to do.
<b>Qualifications</b>	Clearly list education, experience, knowledge, skills, and age requirements. Note if the opportunity is accessible to people with disabilities. If a background check is required, it should be indicated here.
<b>Length of Appointment</b>	Clearly state the time period which the volunteer will serve.
<b>Time Commitment</b>	Note the length of the assignment, hours per week, and/or other special requirements.
<b>Training Support Provided</b>	Define nature and length of all general and position-specific training required for the assignment. Also list resources and other support available to the volunteer.
<b>Benefits</b>	Describe benefits available to volunteer, such as lunch, T-shirt, development opportunities.
<b>Volunteer Supervisor and Contact Information</b>	List the name and contact information of the staff person or another volunteer leader who will be working most directly with the volunteer.