



Volunteer Position Description

Title	Provide a descriptive title that gives the volunteer a sense of identity.
Purpose	Use no more than two sentences to describe the specific purpose of the position (expected result).
Location	Describe where the person will be working.
Key Responsibilities	List the position's major responsibilities. Clearly define what the volunteer is expected to do.
Qualifications	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.
Length of Appointment	Clearly state the time period which the volunteer will serve.
Time Commitment	Note the length of the assignment, hours per week, and/or other special requirements.
Training Support Provided	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.
Benefits	Describe benefits available to volunteer, such as lunch, T-shirt, development opportunities.
Volunteer Supervisor and Contact Information	List the name and contact information of the staff person or another volunteer leader who will be working most directly with the volunteer.