

# VOLUNTEER POSITION DESCRIPTION – HELP SHEET

## POSITION TITLE

---

## PURPOSE

---

*(Description of Project/purpose of assignment – outline of volunteer responsibilities)*

## DESCRIPTION OF TASK

---

*(Include entire scope of project, including limits)*

## GOALS

---

*How will you and the volunteer know that the job is being done well or that the project is successful?*

## TRAINING

---

*How will the volunteer be prepared for the work and oriented to the agency? Who will supervise/be the contact point?*

## REPORTING

---

*What reports will be expected, in what form and how often?*

## TIME COMMITMENT

---

*Minimum hours per week/month? On any special schedule? For what duration of time?*

## QUALIFICATIONS NEEDED

---

*Special skills, knowledge and ability needed.*

## BENEFITS

---

*What will the volunteer get in exchange for service (tangibles and intangibles)?*