

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:

Volunteer supervisor:

Phone:

e-mail:

Program website: