

Volunteer Position Description Worksheet

Position Title _____
(Remember the word volunteer is a pay category, not a title)

Description of Project/Purpose of Assignment:

Outline of Volunteer's Responsibilities or List of Tasks:

Outcomes/Goals:

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

Training and Support Plan:

How will the volunteer be prepared for the activities 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:

Benefits:

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