

## Volunteer Position Description Worksheet

This worksheet may be helpful as new position descriptions are being developed or existing position descriptions are being modified. This should be used as a guide as there may be additional information, beyond those areas identified that are necessary to be included in a position description.

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TITLE: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

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RESPONSIBILITIES: \_\_\_\_\_

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CONTACT PERSON/SUPERVISOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

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PHONE: \_\_\_\_\_

RESOURCES AVAILABLE/SUPPORT PROVIDED: \_\_\_\_\_

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QUALIFICATIONS: \_\_\_\_\_

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TIME REQUIRED & LOCATION: \_\_\_\_\_

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