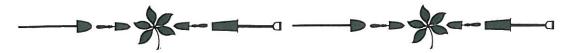
## OHIO STATE UNIVERSITY EXTENSION



## **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.

TITLE of POSITION:
PURPOSE:
VOLUNTEER RESPONSIBILITIES:
BENEFITS:
QUALIFICATIONS/SKILLS:
TIME REQUIRED & LOCATION:
RESOURCES AVAILABLE/SUPPORT PROVIDED:
CONTACT PERSON/PHONE NUMBER

Original: Red Taxi Trainers' Guide (1994).

Adapted by: Joe Campbell, Program Leader, Volunteerism, OSU Extension, Pamela J. Bennett, OSU Extension (2014)

