



## 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).

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