

## Volunteer Position Job Description

Before jumping into any activity, identify the tasks that need to be done and what the requirements are. Will the task require technical knowledge, specific skill sets, a certain personality trait or the use of a car? How much time will be required? To get started, fill out this list of questions to assist in developing your volunteer recruiting plan.

Position Title:

Work Location:

Purpose of the position:

Responsibilities and duties (define what is expected):

Qualifications (include education, personality characteristics, skill sets and/or experience required):

Commitment (length of service or number of approx. hours to complete task):

Training (training will enable the volunteer to perform competently, what kind of support will be available):

Additional information (will they need to submit to a background check, who do they report to, do they need a car, what is the dress code):

Reference <http://nonprofit.about.com/od/volunteers/a/volposdescsample.htm>