

# Volunteer Position Description Worksheet

Use this worksheet to outline responsibilities, support, and benefits of specific volunteer opportunities. Remember to be as detailed as possible and use clear language – no jargon or acronyms that new volunteers may not understand.

Title: \_\_\_\_\_

Purpose/objective: \_\_\_\_\_  
\_\_\_\_\_

Location: \_\_\_\_\_

Key responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Qualifications: \_\_\_\_\_  
\_\_\_\_\_

Time commitment: \_\_\_\_\_

Training/support provided: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Benefits: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Volunteer supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_

Program website: \_\_\_\_\_