

Position Description

Worksheet

Directions: This is a worksheet to use prior to writing a position description. It can be used by volunteers or staff to outline the necessary information to use in recruiting and informing volunteers about needed services and required tasks.

	Continuous Service	Episodic
Title		
Supervisor		
Purpose of the Task		
Major Responsibilities		
Minimum Qualifications		
Time Commitment		
Training Required		
Benefits to the Volunteer		