

## Volunteer Job Description Worksheet

**Position Title** \_\_\_\_\_  
(Remember the word "Volunteer" is a pay category, not a title!)

### **Description of Project/Purpose of Assignment**

**Outline of Volunteer's Responsibilities or List of Tasks**  
(Give Potential and Limits)

### **Outcome/Goals:**

How will you and the volunteer know that the job is being done well or that the project is successful?

### **Training and Support Plan:**

How will the volunteer be prepared for the work and oriented to the agency? Who will supervise/be the contact point?

### **Reporting:**

What reports will be expected, in what form, and how often?

### **Time commitment:**

Minimum hours per week/month? On any special schedule? For what duration of time?

### **Qualifications Needed:**

### **Benefits:**

What will the volunteer get in exchange for service? (tangibles and intangibles)?