

Volunteer Job Description

Job Title:

Purpose of the Position:

Location (both your office and any off-site locations for programs):

Key Responsibilities:

Reports to (you, you can be as specific as you want about how often you'll meet or what kind of evaluation the volunteer will get):

Length of Appointment (ie: one year, six months, summer, etc.):

Time Commitment (ie: one day a week, 4 hours a week, etc.):

Qualifications:

Support Provided (any training you'll provide):

Requirements: (age, gender, language abilities, certifications)

Background Check (Will you require one?)

Any benefits? (bus passes, mileage reimbursement, trainings provided to the volunteer, certificate of completion)