Volunteer Position Description

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| Position / Role: |  |
| Volunteers Name: |  |
| Date: | From: to: |

The major duties in this role include:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The qualification / reasonable expectations to perform work in this role include:

1. (*detail education level*)
2. (*work experience*)
3. (*knowledge & skills required to perform the work*)

You will be reporting to (*insert name of person the volunteer will be under the direction of*) who will be available to assist you and provide direction where necessary. You will be located in (*indicate department/agency name*).

Your hours of work will be negotiated between yourself and the person whom you will be working under.