



## 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.)*

Outcomes/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)?*

From: *The Volunteer Recruitment Book* by Susan J. Ellis, ©1996, ENERGIZE, Inc., 5450 Wissahickon Avenue, Philadelphia, PA 19144

