**Volunteer Position Description Worksheet**

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This volunteer job description worksheet is to help clarify expectations for volunteer, teams, members, and or leader.

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| **1. POSITION IDENTIFICATION:** |

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| --- | --- |
| **Name** |  |
| **Email** |  |
| **Title** |  |
| **Team** |  |
| **Reports to** |  |

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| **2. POSITION SUMMARY:** |

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| **3. ESSENTIAL DUTIES AND RESPONSIBILITIES:** |

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| **5. REQUIREMENTS (preferred):** What, qualifications, knowledge, experience are needed? |

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| **6. NEEDED RESOURCES AND SUPPLIES:** Are there any resources and supplies? |

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| **7. EVALUATION:** How, who, and what will you be evaluated? | |
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| **8. TIME COMMITMENT:** How much time will this position require? |
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| **ACKNOWLEDGEMENT:** |

I have reviewed this volunteer job description and will do my best to support the success of this position

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| --- | --- | --- | --- |
| Volunteer Signature: |  | Date |  |
| Leader Signature: |  | Date |  |

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