



POINTS OF LIGHT

# Volunteer Position Description Worksheet

Use this worksheet to outline responsibilities, support, and benefits of specific volunteer opportunities. Remember to be as detailed as possible and use clear language – no jargon or acronyms that new volunteers may not understand.

Title:

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Purpose/objective:

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Location:

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Key responsibilities:

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Qualifications:

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Time commitment:

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Training/support provided:

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Benefits:

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# POINTS OF LIGHT

Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_

e-mail: \_\_\_\_\_

Program website: \_\_\_\_\_