

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:		
Purpose/objective:		
Location:		
Key responsibilities:		
Qualifications:		
Time commitment:		
Training/support provided:		
Benefits:		

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