

**Volunteer Position Description**

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| **Position title:** |
| **Volunteering site:** |
| **Assignment:** What types of activities will the volunteer do?  List each of the tasks to be accomplished in this position both long-term and short-term.  With whom will the volunteer interact? |
| **Purpose of Assignment:** What are the goals and desired outcomes for this position?  How will the service impact the program or mission of Center for Family Services? |
| **Skills and Competencies:** What are the technical and interpersonal skills desired for this position?  List any personal qualities or abilities desired for this position. |
| **Requirements:** What level of experience (if any) is required for the position?  What are the training requirements for the position?  What are the expectations or other requirements for the position? |
| **Time Commitment:** Is this position one-time, short-term, or long-term? How long?  How many hours per week/month will the volunteer serve?  Will the volunteer be assigned to a shift or is the commitment flexible? |
| **Supervision:** Who will supervise this position and to what extent?  How much autonomy is expected of the volunteer in this position? |
| **Other:** List anything else pertinent to the volunteer position. |