Position description template

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| **Position title:** |   |
| **Reports to:** |   |
| **Location:** |   |

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| **Description of project/purpose of assignment:** |
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| **Outline of volunteer’s responsibilities or list of tasks:** |
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| **Outcomes/goals:** |
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| **Training and support plan:** |
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| **Reporting:** |
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| **Time commitment:** |
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| **Qualifications and experience needed:** |
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| **Benefits:** |
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| --- | --- |
| **Date developed:** | **Signed:** |
| **Date reviewed:** | **Signed:** |