Sample Template - Adjust as Needed

**Volunteer Job Description**

|  |  |
| --- | --- |
| Job Title |  |
| Job Purpose |  |
| Duties and Responsibilities | 1.  2.  3.  4.  5. |
| Time Requirements |  |
| Skills and Qualifications | 1.  2.  3. |
| Orientation and Training |  |
| Supervision |  |
| Miscellaneous |  |
|  |  |
|  |  |

Source: Volunteer Alberta