Sample Template - Adjust as Needed

**Volunteer Job Description**

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| --- | --- |
| 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