# Volunteer Position Summary & Purpose

*Clear and concise summary of the volunteer role, with* ***explicitly stated link to Organizational Mission/Unit’s mandate****.*

Major Duties & Responsibilities

*Bulleted list that explains* ***what*** *responsibilities are associated with the role, and* ***why*** *they are important. (Eg: Instead of “Chairs volunteer recognition subcommittee,” explain why this task is important: “Chairs volunteer recognition subcommittee to ensure volunteers feel appreciated and are recognized in an appropriate and meaningful manner.”)*

Skills/Competencies Required

# *Bulleted list of skills/competencies desired for this position. (Select from attached competencies and skills listing).*

Skills/Competencies Acquired

# *Bulleted list of skills/competencies to be gained from this position. (Select from attached competencies and skills listing).*

Expectations & Reporting

*Bulleted list of any reporting and/or expectations (including training expectations) for this position. (Eg: Where does this position fit within the volunteer reporting structure? Is the volunteer expected to attend a certain number of meetings/events? Are they expected to arrive a certain amount of time before their shift? Are they expected to attend a formal training session, or to complete certain training requirements? etc).*

Time Commitment

*Overview of time commitment, including overall* ***length of commitment*** *(Eg: two year term),* ***scheduling flexibility*** *and* ***estimated number of hours*** *the individual will need to commit per month.*

Staff Partnership

*Overview of the partnership with staff members, who their primary contact is, and who they should contact if they are experiencing problems with their volunteer role.*

Benefits

*Bulleted list of any benefits with this role. (Eg: If volunteering for a lecture, will they be granted free admission? If volunteering for an event, will they be offered a free meal? Will they have the opportunity to visit exciting venues or expand their social network?)*

***I agree to the above conditions and will serve for a (insert term length) term as (insert role title) from (insert term start date) to (insert term end date).***

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Partner Name/Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_