



the centre for  
volunteering

## SAMPLE JOB DESCRIPTION

**Please Print in Block Capitals**

| Job Title                   |  |
|-----------------------------|--|
| Aim of Project or Service   |  |
| Purpose of the Position     |  |
| Duties Performed            |  |
| Line of Reporting           |  |
| Qualifications              |  |
| Essential Skills            |  |
| Additional Desirable Skills |  |
| Benefits of Volunteering    |  |
| Special Conditions eg:      |  |
| Attendance                  |  |
| Training, etc               |  |
| Out of Pocket Expenses      |  |
| Estimated Total Hours       |  |
| Day                         |  |
| Times                       |  |