**Volunteer Position Description Template**

**Title:** (Remember Volunteer is a staff category not a title. Example: Lead Computer Lab Mentor)

**Department or Team:**

**Responsible to:**

**Works With:**

**Description of Role:** (Be brief but accurate. How does the position fit into the organization? What impact does the position make?

**Primary Responsibilities:** (Day to day actions and recurring responsibilities)

**Secondary Responsibilities:** (team or organizational responsibilities, actions required of all volunteers)

**Skills/Qualifications Needed:** (What does a volunteer need to be able to do to be successful?)

**Desired Experience:** (Experiences that can help a volunteer succeed.)

**Training Needed:**

**Time Commitment:** (Hours per week, length of commitment)