

Title of Position: _____

Responsibilities:

(general description, anticipated overall outcomes or primary purpose of the position)

Reports to: _____ **Email:** _____ **Phone:** _____

Location: _____

Benefits:

(Provide the answer to the question, "What's in it for me"? For a staff position this may be salary and benefits but for a volunteer position, this could also be "a chance to make a difference in someone's life", "gain leadership experience", "learn new skills", a letter of reference for a student etc.)

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Specific Duties and Tasks:

List the top 10 major duties or the position in order of priority and frequency. If they are more extensive e.g. for a full time staff position, these could be divided into categories such as administration, revenue generation, program implementation, facility operation, volunteer management etc..

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Skills, Knowledge and Attitudes:

(describe what you are looking for in the ideal candidate for this position, include specific qualifications, education, experience, certifications, etc.)

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Time Requirements:

