

Job Description Template

Job Title	
Organizational Mission	
Supervision and Support Plan	
Outcomes/Goals	
Responsibilities/Duties	
Expected Hours of Service	
Start and End Date for Assignment	
Desired Skills, Abilities and/or Experience	
Benefits	
Supervisor's signature	Date:

Source: Seel, K (ed.) (2016) Volunteer Administration Professional Practice, 3rd Edition. Canada, LexisNexis. Page 163 ISBN 978-0-433-49052-4