



JOB DESCRIPTION TEMPLATE

Position Title	
Organization	
Name of Department (if required)	
Location of Position	
Start Date	
End Date	
Hours and days per week required (if necessary)	
Manager	
Role of the Volunteer including position description and how the role relates to the broader operations of your organization	
Key Responsibilities	
Skills	
Certifications required (if any)	
Benefits for the volunteer	
Requirements for the role	Consider Working with Children's Checks, First Aid Certificates and Age Restrictions (i.e must be over the age of 18)