



Volunteer Opportunities

Position Description

[Instructions: Completed by the requesting department and submitted to the Human Resources Volunteer Coordinator for all volunteer opportunities]

Position Title:	
Work location: [include street address]	
Purpose of the position:	
Position responsibilities and duties:	
Skills & Qualifications: [Desired education, skills, abilities, interests, experience]	
Physical Requirements: [include any walking, standing, lifting requirements, and work environment]	
Commitment Required: [define minimum commitment, hours per week or per month]	
Training: [that the volunteer will receive]	General citywide volunteer orientation Department specific training including:
Dress code: [note if uniforms will be provided]	
Reports to:	
For questions, please contact:	

Submitted by/date: _____ **Ext:** _____