



Volunteer Opportunities

Position Description

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

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| 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:** _____