**SAMPLE** **TEMPLATE – Volunteer Job Description**

**\_\_\_\_\_\_\_\_\_\_\_\_\_ Community League**

**Volunteer Job Description**

|  |  |
| --- | --- |
| **Job Title** |  |
| **Job Purpose** |  |
| **Duties and Responsibilities** | 1.  2.  3.  4.  5. |
| **Time Requirements** |  |
| **Skills and Qualifications** | 1.  2.  3. |
| **Orientation and Training** |  |
| **Supervision** |  |
| **Misc.** |  |
|  |  |
|  |  |

*Source: Volunteer Alberta.*