

**Volunteer Position Development**

*Please complete the following and return to Support Programs and Volunteer Resources. You do not need to use complete sentences. Our office will polish it up and return it for your approval.*

Person completing this form: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_

Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Purpose:

Volunteer Roles & Responsibilities:

Qualifications, Skills and Abilities:

Volunteer Requirements:

Time Commitment & Scheduling: (Shifts / typically 2-4 hours)

Volunteer Supervision: (Title of supervisor. This person will screen the volunteers)

Volunteer Training:

Dress Code / Appearance: (jeans / no jeans; shorts/ no shorts)

Inquiries? (Whom do they call in the department?)

Anything else that needs to be included?

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