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**Volunteer Position Description  
Worksheet**

**Position Title:** \_\_\_\_\_  
**Department:** \_\_\_\_\_  
**Supervisor Name:** \_\_\_\_\_

**Goal or purpose of position:**

**Major responsibilities:**

**Qualifications (required, desired):**

**Time commitment: (hours/week; time of day)**

**Work location:**

**Benefits:**

**Date of position design or re-design:**