Resource 9

Volunteer Job Description Template

Use this template to plan for volunteers. Share it during an initial meeting to review roles and responsibilities.

Job Title: ________________________________________________

Who:  (What you want…)

What:  (List full details about the job needed.)

Why:  (Describe benefits to students, teacher and volunteer.)

Contact:  (Include the name of teacher or supervisor and where to find them.)

Where:  (Place for volunteer to report and work.)

When:  (State the day, time and length of commitment.)

How:  (List the special qualifications, requirements or conditions for this position.)

Source: www.responsiveeducation.org