



# Volunteer Opportunities

## Position Description

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

<b>Position Title:</b>	
<b>Work location:</b> <b>[include street address]</b>	
<b>Purpose of the position:</b>	
<b>Position responsibilities and duties:</b>	
<b>Skills &amp; Qualifications:</b> <b>[Desired education, skills, abilities, interests, experience]</b>	
<b>Physical Requirements:</b> <b>[include any walking, standing, lifting requirements, and work environment]</b>	
<b>Commitment Required:</b> <b>[define minimum commitment, hours per week or per month]</b>	
<b>Training:</b> <b>[that the volunteer will receive]</b>	General citywide volunteer orientation Department specific training including:
<b>Dress code:</b> <b>[note if uniforms will be provided]</b>	
<b>Reports to:</b>	
<b>For questions, please contact:</b>	

**Submitted by/date:** \_\_\_\_\_ **Ext:** \_\_\_\_\_