



**Department Name**

<b>Position title</b>	<i>Brief title to describe the position</i>
<b>Reports to</b>	<i>Board Chair, Staff or Volunteer Supervisor</i>

### **Position purpose**

Describe the main purpose of the position and who the person reports to.

### **Duties and responsibilities**

Categorize the areas of responsibility and list in point form the duties and responsibilities. Some categories may be: Administration; Coordination; Finance; Human Resources; Marketing

### **Qualifications**

Qualifications include:

- Education:
- Specialized knowledge:
- Skills and abilities:
- Personal Characteristics:
- Experience:
- Other:

### **Physical requirements**

Where does the activity take place. Onsite? Off-site?  
Are there specific expectations? (Lifting, standing, sorting)

### **Specific Section added for this position**

- Key indicators
- Hours required
- Specific deliverables

<b>Approved by:</b>	<i>Name, Position</i>
<b>Date approved:</b>	<i>Month/date/year</i>
<b>Reviewed:</b>	<i>Month/date/year (schedule for an annual review cycle)</i>