

Title
<i>This will be the volunteer's identification. Give it as much prestige as possible.</i>
Purpose
<i>This section describes the specific purpose of the position in no more than two sentences. If possible, the purpose should be stated in relation to the mission and goals of the non-profit organisation.</i>
Time and Place
<i>This should include the exact duty hours, which days of the week and the place where the volunteer is to perform the tasks. Be specific.</i>
Qualifications
<i>Include all things necessary for the effective performance of tasks, listing requirements from physical to human qualities desired. Be careful not to over-qualify the position – you could lose some excellent volunteers due to stringent educational requirements. Specifics such as a driving license, insurance needed, etc. should be noted.</i>
Responsibilities
<i>List each duty and responsibility of the job as specifically as possible.</i>
Benefits
<i>List any benefits available to the volunteer, such as free parking, coffee, mileage reimbursement, training, use of materials, etc.</i>

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