

Position Description Components

Following are the components of a Volunteer Position Description (VPD), listed in the order in which they appear on the VPD.

1. Position Title
2. Time Required / Duration of Appointment
3. Location
4. General Purpose
5. Specific Responsibilities
6. Qualifications
7. Benefits
8. Salary
9. Leader / Mentor / Supervisor
10. Signatures & Date

Position Title

Time Required /
Duration of
Appointment

Location

General Purpose

Specific Responsibilities

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Leader / Mentor /
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