

## Job Description Worksheet

1	<b>Position title</b>	
2	<b>Duties</b>	
3	<b>Outcome of this role</b>	
4	<b>Skills needed</b>	
5	<b>Attitudes/other qualities needed</b>	

6	<b>Time required</b>	
7	<b>Motivation for this role</b>	
8	<b>Resources needed</b>	

**Instructions for template:**

1. Position title – can be for volunteer, staff or leadership role
2. Duties – identify the duties and responsibilities for this position
3. Outcome – be specific and consider the impact of this position and work for your organization
4. Skills – what does someone need to be able to do or know to be successful? (Example: computer skills, physical requirements, special training like food safety, etc.)
5. Attitudes and qualities – what does someone need to be capable of being, feeling or thinking? (Example: compassionate, responsible, etc.)
6. Time – what is time required for this position such as which days, number of hours, project length, etc.
7. Motivation – why would someone want to fill this role?
8. Resources needed – What does the organization need to provide for someone to be successful? (Example: training, insurance, supervision, etc.)