

SHORT-TERM VOLUNTEER JOB DESCRIPTION

Title: _____

Purpose of Assignment:

Description of Activities:

How We'll Know the Job is Done:

Timeframe:

Overall Deadline:

Time Needed Each Week:

Agency Liaison Plan:

Key Agency Contact Person:

How Often and In What Form Will Progress Be Shared:

Resources Available:

Orientation:

Training:

Supplies/Equipment/Etc.:

Other Volunteers:

When This Job Is Done:

Final Report:

Transition to Next Person:

How This Assignment Fits Into the Overall Picture: