

VOLUNTEER POSITION DESCRIPTION - TEMPLATE

Risk Assessment & Policy Considerations

This template supports volunteer position descriptions to include risk assessments and policy considerations. Aligning the various responsibilities of volunteer positions with potential risks and related policies can inform the screening processes and the development and/or refinement of policies.

POSITION TITLE: _____

POSITION DETAILS

RISKS

POLICY

PURPOSE OF POSITION		
DUTIES / ACTIVITIES		
CLIENT / PEOPLE SERVED		
LOCATION / SETTING		
TIME COMMITMENT		
SUPERVISION / TRAINING / ORIENTATION		
OTHER DETAILS		