

Evidence Item 11

Develop or revise your volunteer coordinator job description and prepare a succession plan.

Develop a volunteer job description for internal use. Be as detailed as possible.

Job title:

Reports to:

Organizational overview:

Job overview:

Responsibilities and duties:

Qualifications:

Education and experience:

Schedule:

Benefits:

Physical requirements:

Prepare an organizational framework for position succession.

Position description:

Position duties:

External relations:

Operations:

Additional responsibilities:

Daily responsibilities:

Monthly duties:

Quarterly tasks:

Program year at a glance:

Things to know and quick tips:

Detailed activity index: