

# Job Design Form

Date: \_\_\_\_\_ Requested by: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Project start date: \_\_\_\_\_ Project Duration: \_\_\_\_\_

**Position Title:** \_\_\_\_\_ **Client Group:** \_\_\_\_\_

**Purpose:** \_\_\_\_\_

**Duties/Responsibilities:**  
(in detail, if possible) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Skills/Attitudes/Knowledge Required:**  
(what the volunteer should have) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Time commitment:** \_\_\_\_\_ (hours and frequency)

**Benefits/Challenges:** \_\_\_\_\_  
\_\_\_\_\_

**Training/Orientation:** \_\_\_\_\_

**Potential risks:** (all parties) \_\_\_\_\_  
\_\_\_\_\_

**Organizational policies:**  
(what do you require?) \_\_\_\_\_

**Screening needed:** \_\_\_\_\_ (record checks, etc.)

**Evaluation methods/Supervision:** \_\_\_\_\_  
\_\_\_\_\_

**The primary responsibility for recruitment, screening, and placement rests with your agency**