*Your final version should be on your own agency’s letterhead / with your logo (please remove Center for Community Based Learning graphics and references here).*

Title/Position:

Goal of Position:

How Position serves larger organization and mission, including efforts to support a climate of inclusivity, equity and diversity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sample Tasks/Activities:

Timeframe:

Length of commitment:

Estimated hours/month:

Scheduling: 🞏 at discretion of student

 🞏 at specified times:

Learning/Service site location and transportation considerations:

Requirements (Background check/LiveScan, TB test, etc):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Qualifications- skills/education/experience needed:

Training offered/required:

Benefits (including whether this position is paid or unpaid):

Learning /experience opportunities inherent to position (i.e., “By the end of the experience, the student will have the opportunity to lead/participate in the following activities”)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervised by:

Name:

Title:

Phone:

How to apply: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Adapted from Points of Light Foundation Fact Sheet: Designing Effective Volunteer Positions* [*http://www.pointsoflight.org*](http://www.pointsoflight.org)