

CREATING A POSITION DESCRIPTION

The first step in successfully recruiting volunteers is to define their position. Position descriptions help to ensure that you find the right person for the position and that the individual knows exactly what is involved. Refer to existing Provincial/Territorial position descriptions for guidance. The following is a blank position description. Pick a position and complete the following.



See [Sample 5](#)
Position Descriptions



See ***DID YOU KNOW?***,
Vol.2, No. 10 on *Position*
Descriptions, October 1995

TITLE OF POSITION

PURPOSE OF POSITION

(show how this position is important to the overall mission of St. John)

RESPONSIBILITIES

(clearly list responsibilities and expectations)

QUALIFICATIONS

(skills and experience required based on bona fide occupational requirements - requiring a certain skill or qualification because it is really needed in this position)

TRAINING

(Emergency Level First Aid for Cadets, Standard Level First Aid or Brigade Training System Level 1 for Crusaders)

Exercise 9

RELATIONSHIPS

(reporting mechanisms, accountability measures)

TIME COMMITMENT

(hours/days of work; frequency of activity; length of commitment desired or required)

SUPPORT

(level of supervision, evaluation provided)

BENEFITS TO YOUTH

(how will they be making a tangible difference?)

I agree to the duties listed above

Volunteer

Date

St. John Ambulance agrees to provide specific training and appropriate supervision

Supervisor

Date