|  |  |
| --- | --- |
| Name: |  |
| Job title: |  |

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| **1. Summary of job duties**: Briefly describe the overall purpose of the job | | | | | | | | | | | | | |
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| **2. Responsibilities/Duties** | | | | | | | | | | | | | |
| *List the regular on-going activities required of your job. Please list these activities in general order of importance. Include only enough detail to identify the task. Note the approximate amount of time required for each task in the right hand column. Note your time estimates as a percentage of total work time.* | | | | | | | | | | | | | |
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| **3. Qualifications/Skills** | | | | | | | | | | | | | |
| *Please list any special tools, equipment, or type of software you use to accomplish the requirements of your job. What are specific “soft skills” (e.g. communication, problem-solving, time management, etc.)* | | | | | | | | | | | | | |
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| **4. Education and training** | | | | | | | | | | | | | |
| **a)** What is the minimum level of formal education necessary for an individual to successfully perform this job? | | | | | | | | | | | | | |
| High School Dipolma | | | |  | Bachelor’s Degree preferred | |  | | Master’s Degree preferred | | |  |  |
| Some College Coursework | | | |  | Bachelor’s Degree Required | |  | | Master’s Degree Required | | |  |  |
|  | | | | | | | | | | | | | |
| **b)** Is any other vocational, or professional certification needed for your job? | | | | | | | | | | | | | |
| Yes: |  | | | | | | | | | | | | |
| No: |  | | | | | | | | | | | | |
| If yes, please specify: | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| Mandatory: | | |  | | | | | | | | | | |
| Preferred: | | |  | | | | | | | | | | |
| Type of certification: | | | | | | | | | | | | | |
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| **c)** Is specialized training necessary for an individual to successfully perform this job? | | | | | | | | | | | | | |
| Yes: |  | | | | | | | | | | | | |
| No: |  | | | | | | | | | | | | |
| If yes, please specify: | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **5. Experience** | | | | | | | | | | | | | |
| **a)** How much previous related work or volunteer experience does an individual need to successfully perform this job? | | | | | | | | | | | | | |
|  | | Months **or** | | | | | | | | | | | |
|  | | Years | | | | | | | | | | | |
| **b)** What types of previous experience help an individual successfully perform this job? | | | | | | | | | | | | | |
| **6. Working conditions** (work week, location, risks, discomforts) | | | | | | | | | | | | | |
| **a)** What is the scheduled work week? (days, evening, weekends) | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **b)** How many hours are worked per week? | | | | | |  | | hours | | | | | |
| **c)** What percentage of time is spent traveling? | | | | | | | |  | | % | | | |
| **d)** List any aspects of work environment that pose risks: | | | | | | | | | | | | | |
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| **7. Physical demands** (vision, hearing, coordination, body position, strength) | | | | | | | | | | | | | |
| **a)** Is the job physically demanding? | | | | | | | | | | | | | |
| Yes: |  | | | | | | | | | | | | |
| No: |  | | | | | | | | | | | | |
| If yes, please explain: | | | | | | | | | | | | | |
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| **b)** What equipment routinely use in the job? | | | | | | | | | | | | | |
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| **8. Responsibility for action** | | | | | | | | | | | | | |
| List the types of decisions/ recommendations related to the job that this position is responsible for making: | | | | | | | | | | | | | |
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| **9. Supervision** | | | | | | | | | | | | | |
| **a)** Does this position supervise other staff? | | | | | | | | | | | | | |
| Yes: |  | | | | | | | | | | | | |
| No: |  | | | | | | | | | | | | |
| If yes, what are their job titles: | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **b)** Does this position supervise volunteers? | | | | | | | | | | | | | |
| Yes: |  | | | | | | | | | | | | |
| No: |  | | | | | | | | | | | | |
| If yes, what are their position titles: | | | | | | | | | | | | | |
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| **10. Contacts** | | | | | | | | | | | | | |
| Does the job require contact with people outside the organization? | | | | | | | | | | | | | |
| Yes: |  | | | | | | | | | | | | |
| No: |  | | | | | | | | | | | | |
| If yes, who: | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | |
| **11. Additional information** | | | | | | | | | | | | | |
| Is there any additional information that is important in describing the job? | | | | | | | | | | | | | |
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