

Volunteer Position Description – Sample

Title: Canteen volunteer for ABC Community Centre

General Functions: Help run canteen for special events and ongoing programs

Specific Tasks: Prepare hot beverages, make and serve hot foods, cashier, maintain inventory.

Supervisor: Chair of Canteen Committee

Service Time: 3 hours per day, one day per week, as scheduled by the Canteen Committee*

*Time commitment increases during hockey season, soccer season, winter carnival

Benefits: Training, volunteer recognition certificate, annual volunteer banquet