

# Staff Position Description

**Name:**

**Date of Employment:**

**Review Date:**

Title of Position:

Purpose Statement of Position:

Person Reports to:

Relates Closely with:

People For Whom Responsible:

Continuing Responsibilities:

Primary strengths/gifts/talents:

Role Preference:

Top Three Current Measurable Priorities:

Budget Available: \$\_\_\_\_\_

Time Required by Position: \_\_\_\_\_ hours per week

Salary \$\_\_\_\_\_ per year

Accompanying Benefits: