



Healthy Community Initiative

1651 Jefferson Parkway
Northfield, MN 55057
507-664-3524
www.northfieldhci.org

Position Description Template

ORGANIZATION, NAME OF POSITION OR OPPORTUNITY, LOCATION

Organization name and description of organization, URL

TYPE OF OPPORTUNITY

Summer job, part-time job, full-time job, internship, job shadow, camp, volunteer/service. Description of major duties and opportunities during experience, approximate hours per week and duration of experience. If you are a camp or similar experience, please use this space to note if there are fees required for participation.

QUALIFICATIONS

See examples below, add or change wherever necessary:

- Sophomore, Junior, Senior, or recent grad
- Evidence of effectiveness working independently, demonstrated self-starter
- Learns quickly
- Ability to interact well with all kinds of people

COMPENSATION

Paid, unpaid, stipend, etc. or "not applicable"

APPLICATION MATERIALS

See example below, add or change wherever necessary:

- Cover letter
- Name & contact information of Reference(s)
- Resume
- Application form (if you have an existing form, please include a link to your website where applicants may locate the form.)

APPLICATION DEADLINE AND PROCESS

Deadline to apply, process to apply (e.g. By mail, email etc.)

CONTACT (If applicants have questions, who may they reach out to?)

Name, title, address, email and/or phone for organization's rep

Thriving youth. Thriving community.