

### Collaborative Job Description Worksheet

The purpose of a “collaborative job description” process is to encourage an exchange of information within a working team of individuals about what specific talents, skill sets, and/or abilities can be identified, shared, and contributed for the group-at-large.

<p><b>My Name:</b> If you were to describe your strongest talents, skill sets, and/or abilities that you can contribute to your team of fellow volunteer leaders, what would they be?</p>	
1.	
2.	
3.	
<p>Below please write the names of each of your team members and record what talents, skill sets, and/or abilities you feel he/she can contribute to the group-at-large.</p>	
Name:	Name:
a)	a)
b)	b)
Name:	Name:
a)	a)
b)	b)
Name:	Name:
a)	a)
b)	b)