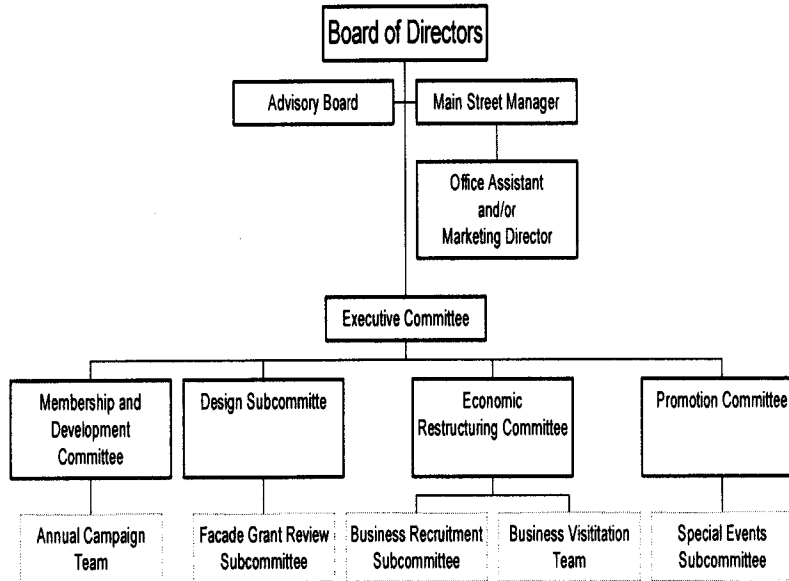
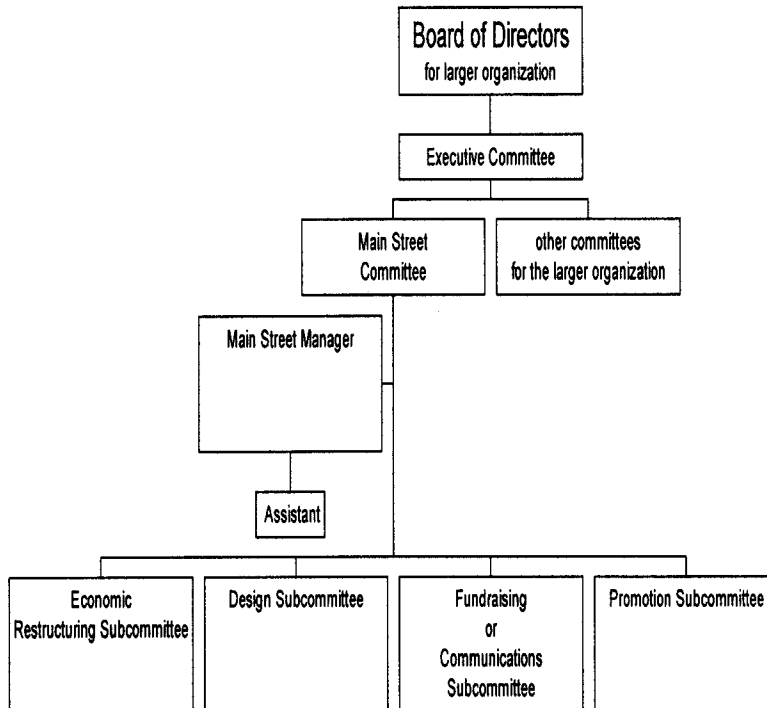


# Typical Main Street Structure



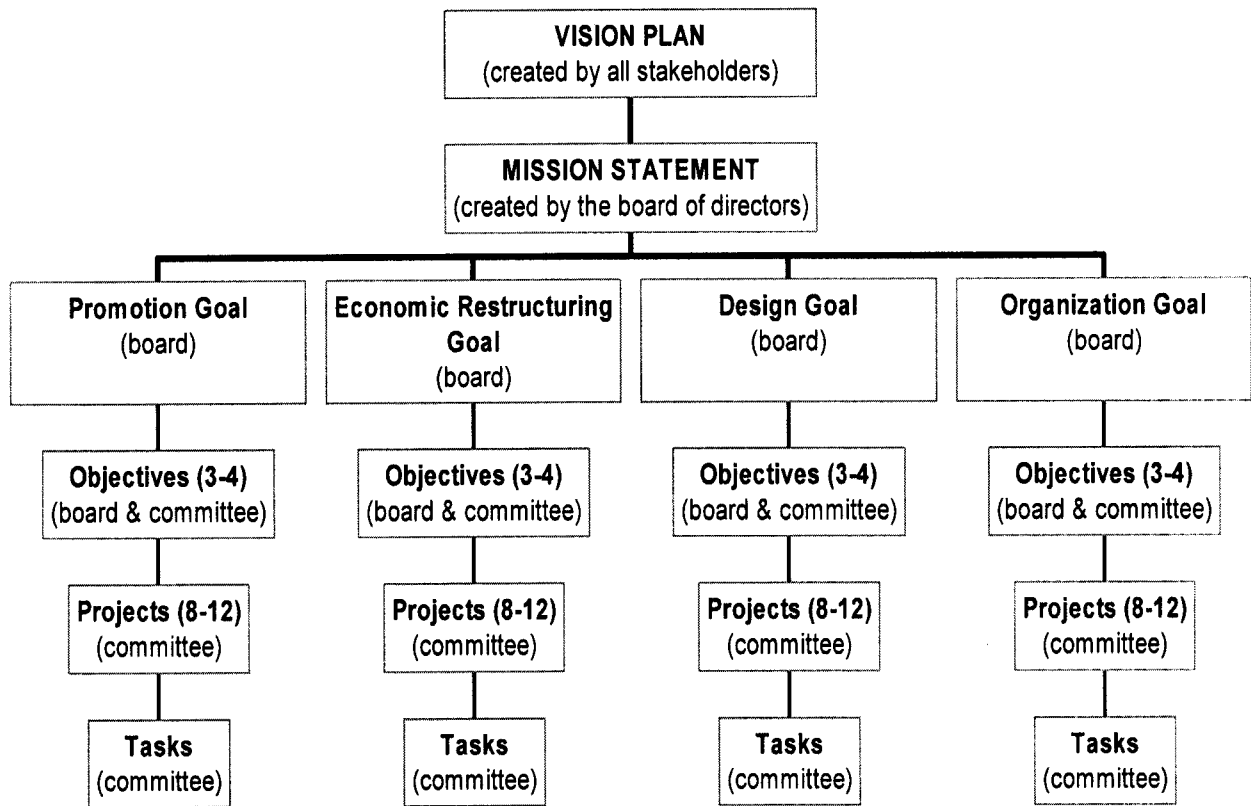
# Structure within an Existing Organization



Source: Lauren Adkins  
National Main Street Center

## The Work Plan Process

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Source: Lauren Adkins, National Main Street Center



## Worksheet for Volunteer Job Description

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**Position:** \_\_\_\_\_

**Responsibilities and/or tasks volunteer will do:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Item(s) on the Workplan to which this job corresponds:** \_\_\_\_\_

\_\_\_\_\_

**Supervisor or contact person:** \_\_\_\_\_

**What reports will be expected, in what form, and how often:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Maximum hours per week/month and duration of time:** \_\_\_\_\_

\_\_\_\_\_

**Performance goals:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Qualifications needed:** \_\_\_\_\_

\_\_\_\_\_

**How the volunteer will benefit from this work:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Source: Lauren Adkins, National Main Street Center

