Nr. / Data / \_\_\_\_\_\_\_\_\_

**FISA VOLUNTARULUI**

Denumirea postului: ..........................................................................................

Programul de voluntariat: ……………………………………………………………………………….

Titular post: ..............................................................................................................

(nume si prenume voluntar)

DESCRIEREA POSTULUI:

Scopul:

...............................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................................

Responsabilitati *(se vor enumera in functie de numarul total de sarcini presupus de post)*

1. ...........................................................................................................................

2. ...........................................................................................................................

3. ...........................................................................................................................

4. ...........................................................................................................................

5. ...........................................................................................................................

6. ...........................................................................................................................

RELATII DE MUNCA:

Se subordoneaza direct: .....................................................................................

Este in relatii directe cu: .....................................................................................

CONDITII de desfasurare a activitatii de voluntariat:

1. Perioada: ……………………………….………………………….
2. Programul/orarul: …………………………………………….
3. Locul de desfasurare: \_\_\_\_ % la sediu; \_\_\_\_ % pe teren; \_\_\_\_ % in alt loc (specificati).
4. Resurse disponibile: ……………………………………………………………………………………………

SPECIFICAREA POSTULUI:

Cunostinte si abilitati necesare: Cunostinte si abilitati dezirabile:

1. 1.

2. 2.

3. 3.

4. 4.

5. 5.

6. 6.

SANCTIUNI (optional)

*Conform legii, in cazul incalcarii normelor si regulilor de lucru, Coordonatorul de voluntari decide sanctionarea conform Regulamentului de Ordine Interioara si a Codului de Conduita semnat de catre voluntar*.

Data: ..........................................

Semnatura Director Executiv Semnatura voluntar

................................................... ....................................................