

# Creating a Family Leader Role Description

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**Job Title:**

**Timeline:**

**Role description summary:**

**Reports to:**

## **Project description**

Briefly describe the project, purpose, and goals. Include why this role is important.

## **Skills and Knowledge**

List the personality traits, interests, skills, experiences, and knowledge areas that are helpful or required for the role.

## **Specific Tasks and Activities**

Outline the main duties and responsibilities. Use bullet points for clarity.

## **Time Commitment**

How many hours per week/month? Is it short-term or long-term? Include any required meeting times.

## **Expectations**

List what is expected of the person in this role, e.g., communication, meeting deadlines, teamwork, and confidentiality.

## **Compensation**

Describe pay, stipend, reimbursement, or volunteer recognition. Include payment schedule if relevant.

## **Accommodation**

Describe how accessibility needs will be supported, e.g., flexible hours, translation, technology support, captioning, etc.