**Location: [**Where the position will primarily be fulfilled]

**Reports to:** [Who this position reports to, e.g. “Club President,” “Club Board of Directors,” etc.]

**Compensation:** [Payment, if any, for the role; you could also enter “N/A; this is a volunteer position”]

**Summary**

[Your Organization] is seeking an [type of person, e.g. an administrator] to serve in the role of [Position Title]. This position will be responsible for [overview of duties]. The [program] is expected to [list expectations]. This position is [compensation, e.g. “paid,” “unpaid”] but [qualifiers, such as reimbursement, e.g. “personal expenses related to the role may be approved with advance notice by the associated budget manager(s).”]

**Essential Duties and Responsibilities**

The [Position Title] for [Your Organization] will be expected to:

* [Duty 1]
* [Duty 2]
* [Duty 3]
* [Duty 4]
* [Duty 5]

**Key Working Relationships**

The [Position Title] is expected to have key working relationships with [important people connected to the role]. It is additionally expected that the [position] will regularly work with [additional people connected to the role].

**Travel**

The [Position Title] will be expected to travel to [places and events]. Travel to/from individual matches and events outside [home area] will be also be expected, but [qualifier, if any, e.g. “expenses associated with such travel may be approved with advance notice by the associated budget manager(s).”]

**Application Process**  
  
Interested candidates may apply by emailing [email address] with the header ‘[Position Title]’ in the title line. It is requested that you include [materials, e.g. “a resume (rugby, professional, or both) along with a brief statement explaining your interest in the role”]. This position will remain open until [end of consideration period, e.g. “a qualified candidate has been selected.”]  
  
  
**Start/End Date(s)**  
  
This position will start [start date, e.g. “immediately upon fulfillment,” or “on or around August 1”]. The role is expected to be fulfilled by [date you expect to pick someone for the role]. This position will be re-evaluated [frequency of evaluation, e.g. “for appointment each summer after the conclusion of the summer all-star participation window(s)” or “annually”; you may also choose to not include this language if the appointment is indefinite.]