Program Staff and Descriptions Worksheet

Organization Name:	
Program Name:	

Please list the staff members employed by your agency to work in this project by position (house managers, case managers, financial manager, program manager etc.) using the tables below. Check the box that describes their employment status and describe their duties and qualifications as relevant.

Note: If the agency will be hiring a new person to fill a program position, please state "To be filled" in the name section.

Name:	
Position:	Position title here…
Employment Status:	Full time: ☐ Part-time: ☐ Volunteer: ☐
Percentage of time dedicated to this specific project:	XX%
Duties	Provide description of position duties here…

Name:	
Position:	Position title here…
Employment Status:	Full time: ☐ Part-time: ☐ Volunteer: ☐
Percentage of time dedicated to this specific project:	XX%
Duties	Provide description of position duties here…

Name:	
Position:	Position title here…
Employment Status:	Full time: ☐ Part-time: ☐ Volunteer: ☐
Percentage of time dedicated to this specific project:	XX%
Duties	Provide description of position duties here…

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Position:	Position title here…
Employment Status:	Full time: ☐ Part-time: ☐ Volunteer: ☐
Percentage of time dedicated to this specific project:	XX%
Duties	Provide description of position duties here…

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