**Élaboration d’une description de tâches**

À partir d’un **poste de bénévolat** qui existe **dans votre organisation**, élaborez une **description de poste** en bonne et due forme à partir des outils offerts et de cette grille

**Titre** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Petit texte invitant sur l’organisation ou le projet**

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**But du poste**

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**Liste des tâches et des responsabilités**

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**Horaire, temps à consacrer ou engagement**

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**Aptitudes exigées (ou à développer)**

* Compétences génériques : qualités de base nécessitées
* Compétences spécifiques : capacités, habiletés liées à la tâche

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**Formation et supervision offerte**

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**Condition de bénévolat : Lieu, effort physique demandé, télé-bénévolat…**

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**Avantages : activités de reconnaissance, formation personnelle, activités d’échanges et de socialisation entre bénévoles**

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**Contacts et autres infos pertinentes**

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