

Creating a Volunteer Position Description

Position Title:

Purpose: Short statement of what service this position will provide and how that service fits into the organizational mission

Responsibilities: List functions the volunteer will be expected to accomplish on the job. Be realistic and accurate about expectations – don't over-glamorize or omit routine job tasks.

Qualifications: What skills, education, or interests would it be helpful or required to have in this volunteer role?

Time Commitment: Realistic statement of the commitment desired – how many hours, what days/times

Training: What type of initial orientation on the organization and the volunteer position are required? Is there any on-going training provided?

Supervision: Who will provide the primary direction on a day to day basis? Who should problems and questions be addressed to?

Benefits: How will the volunteer benefit from performing this volunteer role – learn new skills, impact the community, be a part of team, etc.?

How do I make my volunteer opportunity sound more appealing?

Add as much positive and fun wording as you can, so that volunteers can see that volunteering at your agency will be a good experience. Volunteers want to know as many specific details as they can before they consider making a volunteer commitment.

Make it easy for people to screen themselves out of your opportunity, if they are not appropriate for it. This will save you time and get you to the RIGHT volunteer quicker! For example, if you need a volunteer with knowledge of a certain software program, be sure to state that in your volunteer opportunity so that people know of this requirement up front. Also, if volunteers are restricted to certain days of the week to volunteer for a specific opportunity, state that restriction up front too. On the flip side, if you are flexible on when a volunteer opportunity is completed or if it can be done from home, there are many volunteers looking for flexible or internet/volunteer at home opportunities!