

Volunteer Position Description



Position Overview

Write one or two sentences that give a powerful overview of the position and can be used in cultivation efforts.

Title:

A title, in and of itself, can be a motivator or a demotivator for volunteer recruitment. For example, “Committee Chair” is not as captivating as “Team Captain”; “Researcher” may not be as attractive as “CSI – Community Service Investigator.”

Key Responsibilities:

Distill the responsibilities into three or four key areas that accurately describe what is needed. Give prospective volunteers enough information to envision themselves in the position without feeling overwhelmed. Resist the temptation to put policy and procedures into the position description.

Initial Impact:

Initial impact is the difference that this activity/volunteer assignment makes in the near future. Consider the impact on the volunteer, on the organization itself, and on the community at large – especially the organization’s beneficiaries.

Sustained Outcomes:

Sustained outcome is the lasting impact as a result of the volunteer’s involvement. What are the long-term effects on the volunteer, on the organization, and on the community at large?

Training:

Volunteers value the opportunity for training. They want to ensure they have the tools to be successful and are often motivated by the chance to gain new skills.

Support:

Support defines what the volunteer will receive in terms of supervision, mentorship, regular meetings, check-ins, and other resources.

**Commitment:
(Length, frequency, and amount of time;
location)**

Be as specific as you can in defining the length and frequency of time for the assignment (one time, weekly, monthly) and the total time commitment for the project (hours, months, years). Include when and where the project can be done (evenings, weekends, weekdays, or anytime; at the office, home, or another site). The more flexible you can make the assignment, the easier it is to recruit for the position.

Skills and Qualifications:

Define what you are seeking in terms of skills, behaviors, and willingness to learn. Don't be afraid to ask for the qualifications you need.

Benefits:

Define what is in it for the volunteer (meeting new people, learning new skills, training, or professional references). Consider both tangible and intangible benefits.