



## CREATING A VOLUNTEER POSITION DESCRIPTION

Robust volunteer position descriptions are an integral component to an effectively managed volunteer program. Developing volunteer position descriptions is an opportunity to intentionally map out what your organization needs help with and how volunteers will ultimately support your mission. They are the foundation upon which good recruitment campaigns are built. They set expectations with volunteers and give you something to base performance reviews on. So just as you would for a staff member, develop a detailed position description for volunteers that clearly defines the activities and responsibilities of the role as well as minimum and preferred qualifications.

Volunteer position descriptions should include:

- **Position Title:** Titles denote respect and authority. Recognize your volunteers with a title that is appropriate to their role.
- **Purpose:** What is the ultimate goal of this position? How does it relate to your mission? What does success look like?
- **Position Summary:** What are the primary duties and responsibilities of this role? Write a clear and concise position description.
- **Benefits:** What can a volunteer expect to get out of this opportunity?
- **Reports to:** Who can the volunteer turn to for the guidance and support necessary to fulfill this role?
- **Skill Set:** What qualifications, skills and proficiencies are needed to fulfill this role?
- **Commitment:** What are your expectations in terms of duration of the role overall, the number of hours needed, or duration and frequency of shifts?
- **Time:** What are the times that this position is available for? The more options you can provide, the more likely an individual will be to find a time that works for them.
- **Location:** Is this work all on-site or are there considerations to be aware of?
- **Contact Details:** How do you want them to contact you? Email? Website? Phone? Mail?

Whether you are looking for a large number of general volunteers for an ongoing program or an individual with a particular skill set, be as specific as you can about the role and the skills needed.

## **VOLUNTEER POSITION DESCRIPTION**

**Position Title:**

**Purpose:**

**Primary Duties and Responsibilities:**

**What You May Enjoy:**

**Reports to:**

**Skills Required:**

**Commitment:**

**When Needed:**

**Where Needed:**

**Contact the Friends:**