

Volunteer Position Description Worksheet and Sample

Consider using or adapting this worksheet to develop position descriptions for the volunteer positions in your nonprofit.

Sections of the Job Description

Explanation and Example

Purpose: This section describes the specific purpose of the position in no more than two sentences. If possible, the purpose should be stated in relation to the nonprofit's mission and goals.

Example: The position of *After-School Tutor* support [Name of Nonprofit]'s educational program for high school students. The tutoring program is designed to help high school students achieve academic success and graduate on time.

Job Title: What title has been assigned to the position?

Example: After-School Tutor

Location: Where will the volunteer work?

Example: The After-School Tutoring Program is conducted at the County Library on Main Street

Key Responsibilities: List the position's major duties.

Example: The After-School Tutor:(1) works with an assigned high school student to provide assistance in one or more academic subjects;

(2) assists a student develop a better understanding of in-class and homework assignments;

(3) coaches the student in identifying resources to complete assignments;

(4) reviews completed assignments and suggests ways to improve or supplement assignments; and

(5) provides positive feedback on the student's progress and encourages the student's continued focus on academic excellence.

Reports to: Indicate the title of the person to whom the volunteer reports.

Example: Director of Tutors

Length of Appointment: Note the time period in which the volunteer will serve, and include restrictions, if applicable.

Example: The After-School Tutor will serve for the Fall 2001 and Spring 2002 semesters. The tutor is eligible to continue in the 2002/2003 school year with approval from the director of tutors.

Time Commitment: Indicate the approximate number of days or hours required per week.

Example: The After-School Tutor position requires a minimum commitment of two hours, and no more than four hours per week, for each week that school is in session. In addition, each volunteer must attend a two-hour orientation during the week before the semester begins. The program is held from 3-5 p.m. each Wednesday.

Qualifications: List education, experience, knowledge, and skills required. If a criminal history record check or other background check will be conducted, it should be indicated here.

Example: Eligible candidates for the After-School Tutor position include adults over 21 years of age who have earned a Bachelor's Degree and who pass a criminal history record check.

Support Provided: List resources that will be available to the volunteer.

Example: Training for this position will be provided at the four-hour orientation session. In addition, the director of volunteers is available on an ongoing basis to answer questions and provide other assistance as needed.

Other categories that an organization would include, if applicable, in a volunteer job description are:

- *appointed by*
- *development opportunities*
- *relationships*
- *age requirement*
- *benefits provided (i.e., lunch, T-shirt or opportunity to assist a young person achieve academic success).*