

Volunteer Position Description

Elements of an Effective Position Description

Title of Position

Give each position a name that is descriptive of the role

Location

Specify where the work of this role will be performed. It could be at home on a computer, or at a meeting place.

Objective

What is your organizations objective in having a volunteer in this position?

What is it that you want this volunteer to do for you?

Qualifications

Bulleted list of skills a volunteer needs to carry out the job

Commitments this volunteer will make to meet your expectations

Responsibilities

Bulleted list of all activities volunteer will do

Expected attendance at meetings

Who volunteers will work with

Time Commitment

Estimate the number of hours per week or month the volunteer can expect to put in

For volunteers working for just one event, list the hours for that day

For volunteers working in a position with a term limit, detail those limits

Training/Support

List the kinds of training and support you will give to your volunteers in this position

Benefits

Let the volunteers know what benefits they will receive by volunteering for your organization: developing leadership skills, meeting new people, sharing their expertise with others

Supervisor

Assure that each volunteer has a staff person or another volunteer to be accountable to. State that person's position as their supervisor.