Volunteer Position Description

Position Overview
One or two sentences that give a powerful overview of the position and can be used in recruitment, particularly web-based volunteer matching search engines.

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Concepts to Consider

• "Volunteer" denotes who is doing the work; the position title denotes what they will be doing. • A title, in and of itself, can be a motivator or a de-motivator for volunteer recruitment. For example, "Committee Chair" is not as captivating as "Team Captain"; "Researcher" is not as captivating as "CSI – Community Service Investigator."	Title:
• Distill the responsibilities into three or four key areas that accurately describe what is needed (refer to your strategic plan, if necessary). • Give prospective volunteers enough information to enable them to envision themselves in the position without feeling overwhelmed. • Resist the temptation to put policy and procedures into the position description document. • Limit the key responsibilities to three or four. Fewer than three may feel insubstantial and more than four may feel overwhelming.	Key Responsibilities:

• Impact is the difference that this activity/volunteer assignment makes. Volunteer assignments must advance the mission, vision, and goals of the organization. For example: "The impact of outreach efforts is that 250 previously unknown, rural clients will receive referrals to local support services, demonstrating increased access to services."	Initial Impact:
• Sustained outcome is the lasting impact on the beneficiaries. Using the example above: "The quality of life for 250 clients in rural areas will be improved as indicated by social service agency records documenting client contacts and actions taken."	Sustained Outcomes:
• Volunteers want to do a good job and often worry if they will have the skills to perform the job adequately. • Defining the level of training will help to allay any fears that volunteers might have about doing the work. • Training is often a great motivator for volunteers who wish to gain new skills. For example: "All volunteers will receive training on current issues of our organization."	Training:
• Support defines the supervision that the volunteer will receive. For example, "Each team member will meet every other month for two hours for support from the Team Leader." • Be as specific as you can in defining the length of time for the assignment: one time, weekly, monthly, total time commitment for the project (months, years), and	Support: Commitment:

the amount of time needed for the project (weekly, monthly, annually). • State when the project can be done: evenings, weekends, weekdays, or anytime. • Identify where the work will be done: at home, at the office, off-site, or volunteers preferred location. • The more flexible you can make the assignment, the easier it is to recruit for the position. • Avoid the temptation to undersell the commitment. It is better to be realistic about the time commitment instead of having volunteers become overwhelmed with the work and leaving their assignment before it is completed.	Length of Time: Amount of Time: Specify evenings, weekdays, weekends: Location of volunteer assignment:
• Define what you are looking for in terms of skills, behaviors, and willingness to learn. • Don't be afraid to ask for the qualifications you need.	Qualifications: Skills:
• Define what is in it for the volunteer in terms of meeting new people, learning new skills, training, professional references, etc. • Helping the organization is not the most powerful benefit - making a difference for the organization's beneficiaries is a key benefit. • Think about what benefits you can offer to your volunteers that are tangible. For example, you might be able to offer gift certificates to a bookstore or coffee house. • Training is a tangible benefit for volunteers. For example: "Training is provided on database software for all administrative volunteers."	Benefits: