

VOLUNTEER POSITION DESCRIPTION

POSITION TITLE: _____

PRIMARY STAFF CONTACT: _____

LOCATION: _____

COMMITMENT: ☐ One Time: _____

☐ Ongoing: ☐ Weekly ☐ Monthly

DAYS/HOURS: ☐ MON _____ ☐ TUE _____ ☐ WED _____ ☐ THU _____

☐ FRI _____ ☐ SAT _____ ☐ SUN _____

POSITION SUMMARY: _____

DUTIES: _____

DESIRED SKILLS / QUALIFICATIONS: _____

IMPACT: _____

REQUIREMENTS: ☐ Background Check ☐ Release ☐ Orientation ☐ Training

9 TIPS TO WRITE A COMPELLING VOLUNTEER POSITION DESCRIPTION

1. Position Title. Be sure it is clear to the potential volunteer, but also try to grab their attention and attract the type of person you hope to find for this position.

TIP: Are you looking for someone to chair your outreach event? Instead of "Chair," how about "Team Captain?" Need help preparing your field trip lunches? How about "The Next Top Sack Lunch Chef" instead of "kitchen help?" Go ahead, be creative.

2. Primary Staff Contact. Who will they report to or be working with?

3. Location. Where will the volunteer actually work?

4. Commitment. Will this happen just once, or on a regular basis? Be specific.

5. Position Summary. If you had to describe the position in one or two sentences, what would you say?

TIP: Assume that they skip reading the duties. What do you MOST want potential volunteers to know about the position if they just look at the summary?

6. Duties. While it isn't always necessary to include every possible duty, be sure to include ALL of the most important functions.

TIP: Provide enough that the volunteer can envision themselves doing the work, but not so much that it seems overwhelming.

7. Desired Skills / Qualifications. If something is absolutely essential, be sure to say that. Otherwise list the skills that might come in handy for this position.

TIP: Is this a position any volunteer could do like handing out water during a race? Or is this a position that requires excellent communication skills, or bilingual, or ability to lift 50 pounds?

8. Impact. Perhaps one of the most important questions on this form. How will the volunteer impact your mission by volunteering in this position?

TIP: Volunteers WANT to know they are making a difference. How does their work support your mission? Example: Small group reading in an afterschool program helps ALL students advance and allows instructor more one-on-one time for struggling students.

9. Requirements. Note each item that may be required for this particular position.

A volunteer resource from

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