

Volunteer Position Description

A position description is the basis for assessing whether a volunteer role is strategic, recruiting qualified candidates, establishing expectations and accountability, and recognizing impact. It is your most valuable tool in volunteer engagement.

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| <p>Title</p> | <p>A title, in and of itself, can be a motivator for volunteer recruitment. For example, “Committee Chair” is not as captivating as “Team Captain;” “Researcher” may not be as attractive as “CSI – Community Service Investigator.”</p> | |
| <p>Key Responsibilities</p> | <p>Distill the responsibilities into three or four key areas that accurately describe what is needed. Give prospective volunteers enough information to envision themselves in the position without feeling overwhelmed. Resist the temptation to put policy and procedures into the position description.</p> | |
| <p>Initial Impact</p> | <p>Initial impact is the difference that this volunteer makes in the near future. Consider the impact on the volunteer, on the organization itself, and on the community at large.</p> | |
| <p>Sustained Outcomes</p> | <p>Sustained outcome is the lasting impact as a result of the volunteer’s involvement. What are the long-term effects on the volunteer, on your organization, and on the community at large?</p> | |

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| <p>Training</p> | <p>Volunteers value the opportunity for training. In what ways will you provide new skills or knowledge?</p> | |
| <p>Support</p> | <p>Support defines what the volunteer will receive in terms of supervision, mentorship, regular meetings, check-ins, and other resources.</p> | |
| <p>Commitment (Length, frequency, and amount of time; location)</p> | <p>Be as specific as you can in defining the length and frequency of time for the assignment (one time, weekly, monthly) and the total time commitment for the project (hours, months, years). Include when and where the project can be done (evenings, weekends, weekdays, or anytime; at the office, home, or another site). The more flexible you can make the assignment, the easier it is to recruit for the position.</p> | |
| <p>Skills and Qualifications</p> | <p>Define what you are seeking in terms of skills, behaviors, and willingness to learn. Don't be afraid to ask for the qualifications you need.</p> | |
| <p>Benefits</p> | <p>Define what is in it for the volunteer. Consider both tangible and intangible benefits.</p> | |