

Volunteer Position Descriptions

The volunteer position description is a very useful tool. It outlines responsibilities, support, and benefits of specific volunteer opportunities. It also strengthens your recruitment efforts because it defines the assignment, skills, abilities, and interests necessary to perform the task successfully.

A volunteer position description should include the following components:

- **Title**
Provide a descriptive title that gives the volunteer a sense of identity. This will also help program staff and other volunteers understand the assigned role.
- **Purpose/objective**
Use no more than two sentences to describe the specific purpose of the position. If possible, state the purpose in relation to the nonprofit's mission and goals.
- **Location**
Describe where the person will be working.
- **Key responsibilities**
List the position's major responsibilities. Clearly define what the volunteer is expected to do as part of this assignment.
- **Qualifications**
Clearly list education, experience, knowledge, skills, and age requirements. Also note if the opportunity is accessible to people with disabilities. If a background check is required, it should be indicated here.
- **Time commitment**
Note the length of the assignment, hours per week, and/or other special requirements.
- **Training/support provided**
Define nature and length of all general and position-specific training required for the

assignment. Also list resources and other support available to the volunteer.

- **Benefits**

Describe benefits available to volunteer, such a lunch, T-shirt, development opportunities

- **Volunteer supervisor and contact information**

List the staff person or volunteer leader who will be working most directly with the volunteer and his/her contact information.

Volunteer Position Description Worksheet

Use this worksheet to outline responsibilities, support, and benefits of specific volunteer opportunities. Remember to be as detailed as possible and use clear language – no jargon or acronyms that new volunteers may not understand.

Title: _____

Purpose/objective: _____

Location: _____

Key responsibilities: _____

Qualifications: _____

Time commitment: _____

Training/support provided: _____

Benefits: _____

Volunteer supervisor: _____

Phone: _____

e-mail: _____

Program website: _____