



Volunteer Position Description

Position Overview

First, write one or two sentences that give a compelling overview of the position and can be used in recruitment efforts. Then, draft your position description.

Title	A title, in and of itself, can be a motivator for volunteer recruitment.	
Key Responsibilities	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.	
Initial Impact	Initial impact is the difference that this activity/volunteer assignment makes in the near future. Consider the impact on the volunteer, on the organization itself, and on the community at large.	
Sustained Outcomes	Sustained outcome is the lasting impact as a result of the volunteer's involvement. What are the long-term effects on the volunteer, on the organization, and on the community at large?	

Training	Volunteers value the opportunity for training. In what ways will you provide new skills, abilities, or knowledge? Will the training be delivered online?	
Support	Support defines what the volunteer will receive in terms of supervision, mentorship, regular meetings, check-ins, and other resources.	
Commitment (Length, frequency, and amount of time; location)	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; over what technologies or remote locations). The more flexible you can make the assignment, the easier it is to recruit for the position.	
Skills and Qualifications	Define what you are seeking in terms of skills, behaviors, and willingness to learn.	
Benefits	Define what is in it for the volunteer (meeting new people, learning new skills, training, or professional references). Consider both tangible and intangible benefits.	