



Volunteer Position Description Worksheet

Use the worksheet below to outline responsibilities, support and benefits of specific volunteer opportunities. Be as detailed as possible and use clear language. Avoid using jargon or acronyms that new volunteers may not understand.

Title:
Purpose/objective:
Location:
Key responsibilities:
Impact Goal:
Qualifications:
Time commitment:

Planning

Building a Solid Foundation



Training/support provided:
Benefits:
Supervisor:
Phone:
e-mail:
Program Website:



Building a Solid Foundation

SAMPLE VOLUNTEER POSITION DESCRIPTIONS

Silver Spring Senior Home

- | | |
|--|--|
| 1) Position Title | Senior Swim Club Driver |
| 2) Tasks | Drive two to four seniors to public pool every week
Be friendly to these seniors |
| 3) Expectations regarding number of hours and times | Three hours per week, from 7:00 - 10:00 a.m., on Wednesdays. Not expected to miss more than one Wednesday per quarter. |
| 4) Qualifications | Owens automobile with insurance |
| 5) Position benefits | Swim regularly
Get out of the office/home one morning a week |

Planning

Building a Solid Foundation



Bright Future Youth Center

1) Position Title	Off-Site Youth Advisor
2) Tasks	<p>Provide staff who manage at-risk youth programs advice on how to handle specific difficult situations through the following process:</p> <ol style="list-style-type: none">1) Staff send an e-mail with a brief description of the issue to a pool of off-site youth advisors.2) Any off-site youth advisors who feel they might be helpful respond with available times for the staff to call them.3) Staff calls one or more advisors for advice.
3) Expectations regarding number of hours and times	<p>It is expected that off-site youth advisors will take one call per quarter, at a convenient time.</p>
4) Qualifications	<p>Licensed counselor, social worker or psychologist Access to email</p>
5) Position benefits	<p>Obtain experience working with youth Do something rewarding without having to leave home or office</p>