

# VOLUNTEER POSITION TEMPLATE

## Description of Categories

### VOLUNTEER POSITION DESCRIPTION

Title of the position  
Name of the program  
Name of the organization

### POSITION TITLE

(Identify the actual position title. Remember that "volunteer" is a salary classification and not a position title!)

### TIME REQUIRED/DURATION OF APPOINTMENT:

(Estimate the total time required for both preparation, meetings, orientation, education and the actual volunteering efforts. Both the amount of time required per day, week or month and the duration or length of commitment should be included. *i.e.* "Approximately 4 hours per week from March through August.")

### LOCATION:

(Identify the location(s) where volunteering will occur. Include training sites, meeting locations, work out of home, office or as arranged, etc.)

### GENERAL PURPOSE:

(Often listed in a single paragraph, outline the overall purpose of this volunteer position. This includes a general statement of what a volunteer in this position should accomplish.)

### SPECIFIC RESPONSIBILITIES:

(Generally listed as bullets, this included an inventory of all the duties which a volunteer in this position will be expected to perform. For example: Recruit members, schedule 12 monthly meetings, distribute membership forms, conduct an annual Community Service Project, communicate deadlines and opportunities, and so forth.)

### QUALIFICATIONS:

(Listed in bullets, qualifications identify the specific skills, talents, interests and abilities which are necessary for a volunteer in this position to be successful. These *could* include level education, an interest in a specific subject matter area, a desire to work with specific clientele, organizational skills, flexibility, access to transportation, access to a telephone and so forth.)

**BENEFITS:**

(List all of the benefits provided. These could include educational resources and curriculum, including leader's guides, educational or training opportunities at the county, area, state and regional levels, access to computers or copiers and so forth.)

**MENTOR/SUPERVISING PROFESSIONAL:**

Staff member or volunteer who is responsible and accountable for this position. Include:

Name

Title

Address

Phone

Fax

E-mail