



Volunteer Maine
Maine Commission for Community Service

VOLUNTEER POSITION DESCRIPTIONS

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VOLUNTEER MAINE



Volunteer Maine, the state service commission, builds capacity and sustainability in Maine's volunteer and service communities by funding programs, developing managers of volunteers, raising awareness of sector issues, and promoting service as a strategy

#9
— IN —
VOLUNTEERING
AMONG STATES
2018

MAINE

[SERVE.GOV](https://www.serve.gov)

[#GoVolunteer](https://twitter.com/GoVolunteer)

Corporation for
**NATIONAL &
COMMUNITY
SERVICE** 

Maine Gives Back.

In 2021, more than **392,000** residents volunteered through an organization contributing **\$873.7 million** in economic value.

More than **692,000** residents helped their neighbors in the height of the pandemic.



#4
IN FORMAL
VOLUNTEERING

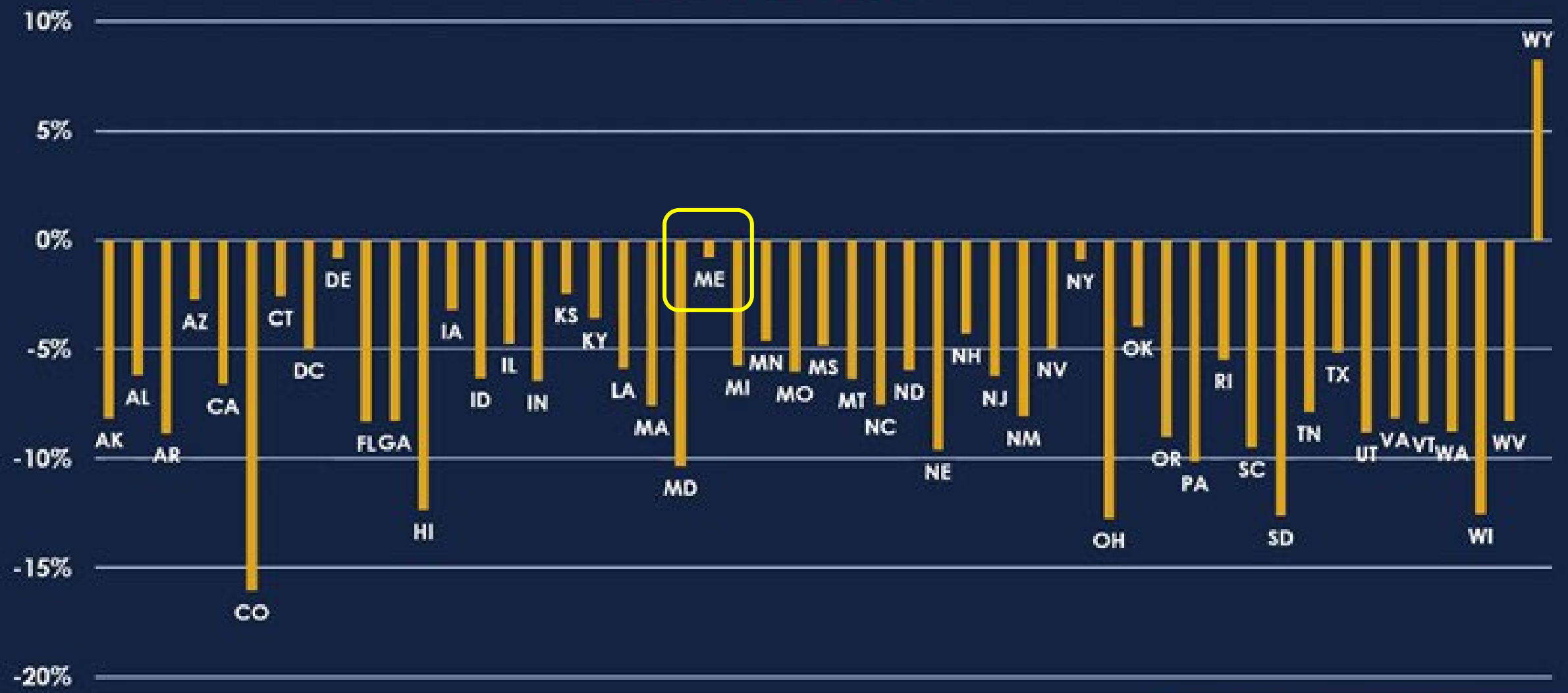
#3
IN INFORMAL
VOLUNTEERING



AmeriCorps



Change in State-Level Formal Volunteering Rates, 2019 to 2021



WHO'S IN THE ROOM



Please STAND if the statement applies to you

MAINE NONPROFIT LANDSCAPE

CLOSE TO A
\$BILLION IN
ECONOMIC
ACTIVITY



Nonprofits are a
big part of
Maine's small business community.

97% have annual budgets less than \$5 million.

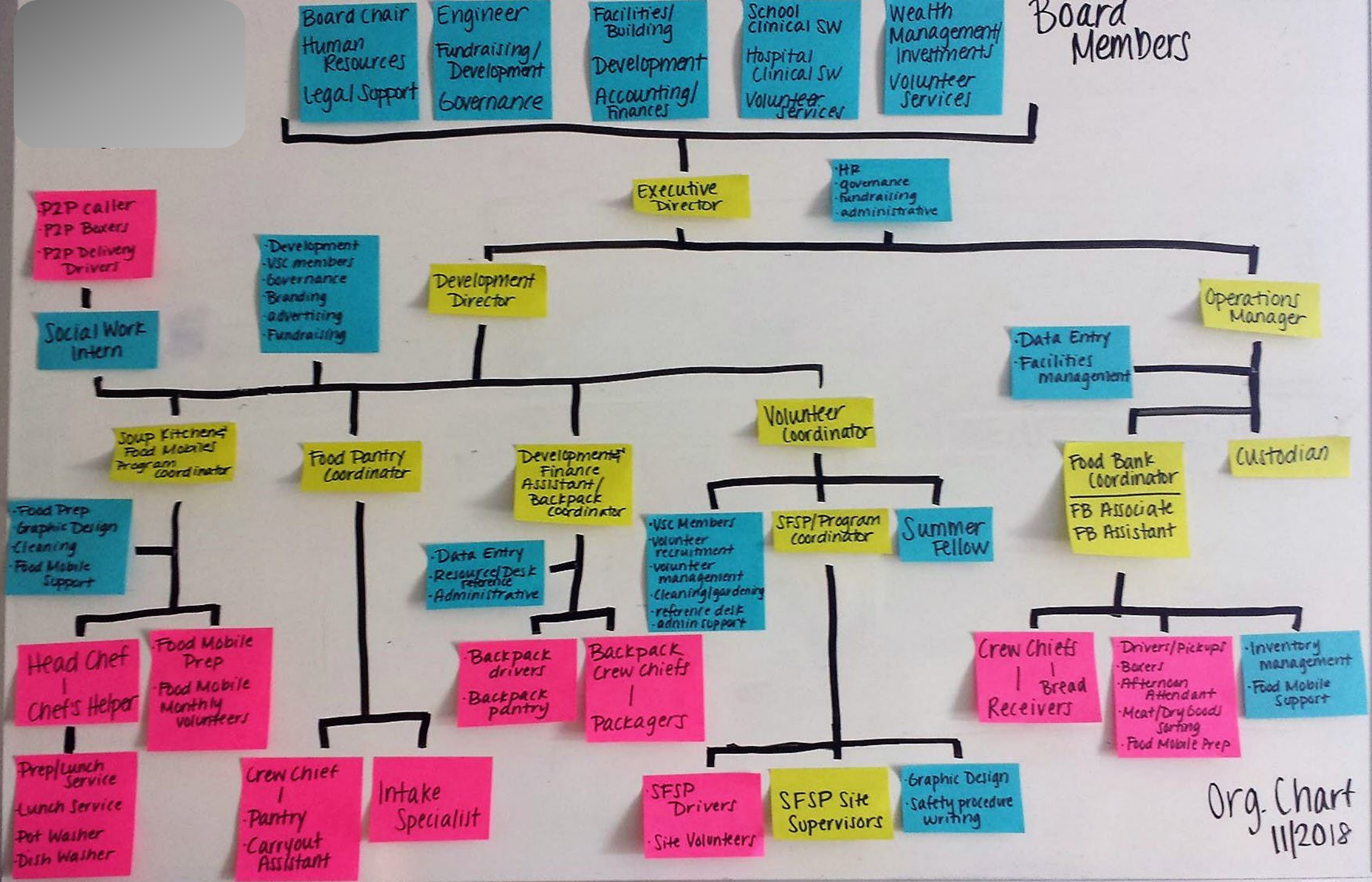
88% have annual budgets less than \$500,000.

61% have annual budgets less than \$50,000.
The IRS does not require financial reporting
for these very small organizations.



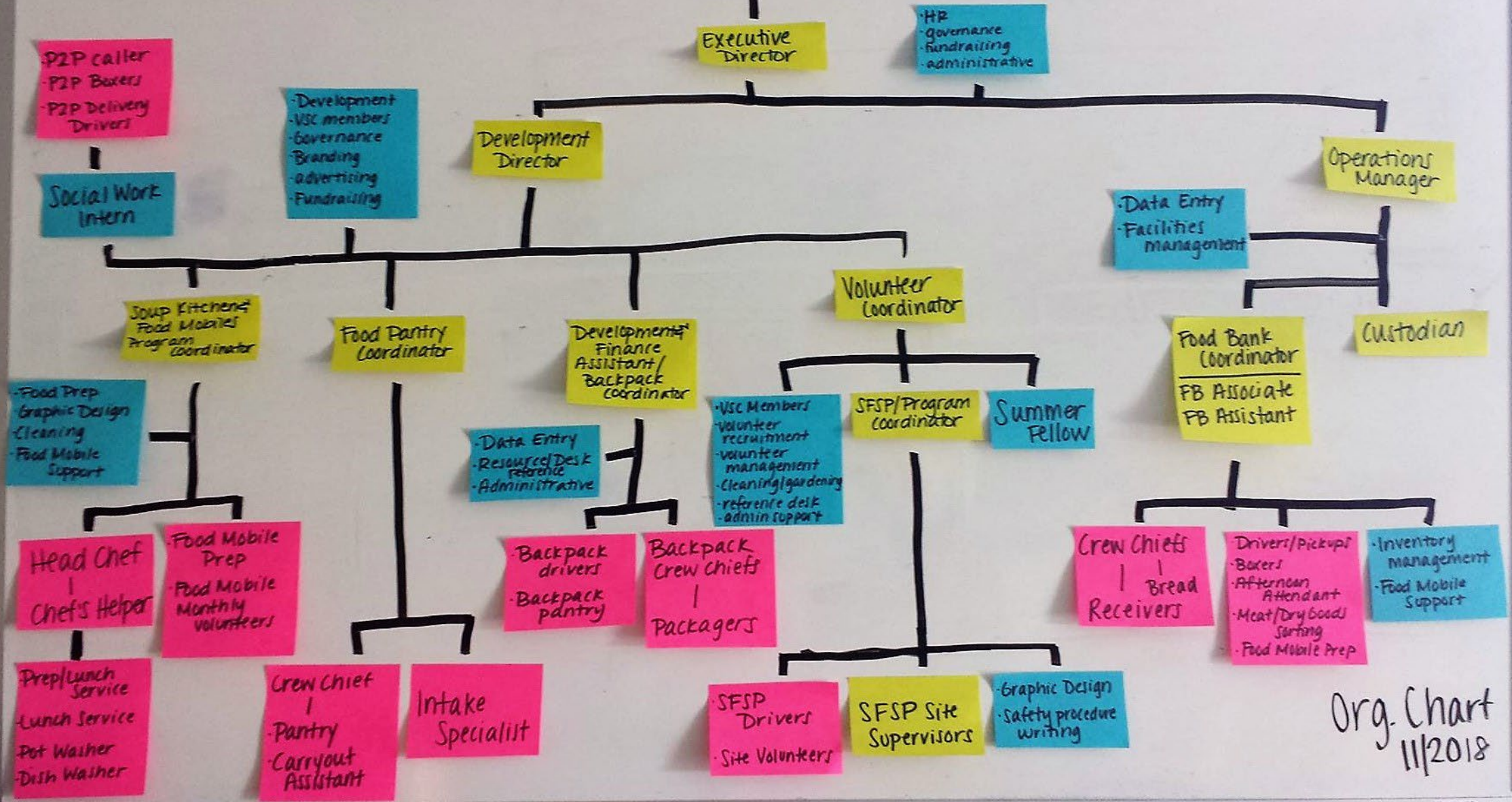
“...it’s hard to manage volunteers successfully when we have limited resources and staff time for recruitment, training, and recognition. Plus, not everyone has what it takes to volunteer.”

Board Members



Org. Chart
11/2018

yellow = staff
 blue = operational support volunteers
 pink = program volunteers



Org. Chart
 11/2018

CHALLENGES



- Volunteers don't understand manager/supervisor expectations
- They don't understand organizational strategy because they aren't included
- Regardless of generation they are frustrated by lack of focus on their skills, and how they can improve client experience
- They aren't asked to share or even understand the organization's brand

These are all leadership challenges, not volunteer challenges

NEED TO KNOWS?



- Volunteers are Human Resource assets
- Effective Recruitment & Retention are a function of the quality of volunteer management
- **There are widely accepted standards of volunteer management, based on research**
- There is nothing in your organization that volunteers cannot do
- Finding volunteers is about finding your own organizational mission

ESSENTIAL PRACTICES OF VOLUNTEER MANAGEMENT

Organizational Self Assessment



VOLUNTEER IN THREE ACTS



- **Act 1:** Let's get some volunteers to help; find some, and assign them the tasks that need doing
- **Act 2:** Let's ask the volunteers what they CAN do and give them assignments that fit their skill sets
- **Act 3:** Let's figure out what we need, create appropriate volunteer positions, and then advertise to fill them

WHERE TO START



SOME KEY LANGUAGE

- Staff
- Job description
- Ongoing volunteers
- Employee
- Position description
- Episodic volunteers

WHAT IS A POSITION DESCRIPTION?

Think, Pair, Share



WHY A POSITION DESCRIPTION?

Raise your hand and share...



WHY A POSITION DESCRIPTION?



- Meets Need(s)
- Communicate Expectations
 - Supervision
 - Effort
 - Training
 - Staff Development
 - Benefits
- Sets Limits
- Risk Management
- Advertising
- Fundraising/Development
- Informs
 - Accommodation
 - Impact-Data Collection
 - Budgeting
 - HR Policy

Volunteer Lifecycle Framework



Volunteer Maine
Maine Commission for Community Service

POSITION DESCRIPTION CREATION

Handouts



Direct
Service

General
Tasks

Admin.

Leadership

Operations

Here are a few examples of volunteer roles

- **Direct service** – direct service with clients, such as serving food in a soup kitchen, dental hygienist, mentoring, tutoring youth or in-home support for elders
- **General tasks** – facility clean up, supporting events
- **Administrative** – filing, database management
- **Leadership** – board service, coaching for senior leaders
- **Operations** – accounting, marketing, legal, IT and other operations that help the organization function

ADA & ACCOMMODATIONS



- The ADA requires that an individual with a disability's qualifications for a job are evaluated in relation to its essential functions
- ADA does not require job/position descriptions
- Without a Position Description, organizations risk being unable to defend themselves regarding the worker's assignment(s)

RESOURCE:

<https://askjan.org/topics/jobdesc.cfm>

POSITION DESCRIPTION CREATION

Tools



USING AI TOOLS

There are number of sites that can assist you with descriptive language for a variety of positions.

While AI has its challenges, it is a tool that speeds up a search for online PD's when you are looking for a model.

The link to one tool is here as a sample for you to experiment with. It is not intended as an endorsement.

<https://www.workable.com/job-description-generator>

| | | |
|---|--|----------------------------------|
| Job Title Pollinator Gardener | Industry (Optional) Environmental Services | Tone (Optional) Formal |
|---|--|----------------------------------|

Description

We are seeking a dedicated and knowledgeable Pollinator Gardener to join our team in the Environment you will play a vital role in creating and maintaining thriving gardens that support local pollinators, such a work closely with our team to create beautiful and sustainable landscapes that not only enhance the aes contribute to the preservation of native pollinator populations.

Responsibilities

- Design and implement pollinator-friendly garden plans
- Select, plant, and maintain a variety of perennial and annual plants to attract and support pollinators t
- Provide regular care for plants, including watering, pruning, fertilizing, and weeding
- Recognize and address common pest and disease issues affecting pollinator plants
- Install and maintain irrigation systems to ensure proper hydration for pollinator gardens
- Monitor and document the presence and behavior of pollinators in the garden
- Collaborate with clients to educate them on the importance of pollinators and how they can support t

Requirements

- Previous experience in creating and maintaining pollinator gardens or a similar role in horticulture, lan
- In-depth knowledge of native plant species and their relevance to pollinator populations
- Familiarity with pollinator ecology and conservation practices
- Strong understanding of garden design principles and the ability to create aesthetically pleasing landsc
- Proficient in plant care techniques, including watering, pruning, fertilizing, and pest management
- Excellent problem-solving and critical thinking skills to address challenges in maintaining pollinator g

EFFECTIVE RECRUITMENT



1. Personal Networking
2. Special Events
3. Community Presentations
4. Advertising & Posting
 - **What's the Problem?** – Community problem or volunteer problem
 - **What's the Solution?** – Your organization's solution to the problem
 - **What's Involved?** – The training, support, a few details
 - **What Do You Need Me to Do?** – Your Call to Action



- “If organizations are able to recruit the right volunteers to support their cause, demonstrate how their work creates value to their community, and show appreciation for their worth, they have the opportunity to foster happier volunteers that will generate a chain reaction to pay it forward.”
 - Volunteer Pro – Essential Guide to Managing Volunteers
- Research shows that the organizations’ **biggest impediments** are:
 - Lack of effective organizational planning for mission driven volunteerism
 - Lack of training and support for paid STAFF

THOUGHTS & QUESTIONS

