

Creating a Volunteer Position Description

When you're thinking about how to write a volunteer position description, you'll need to know what to include. You may even want to look online for a sample of a volunteer position description to help you get started. For example, a volunteer's responsibilities might include completing tasks assigned to them by their supervisor, supporting the nonprofit's values, demonstrating a high degree of professionalism, arriving on time, following instructions, and improving the overall workings of the nonprofit.

To be informative and helpful, a position description will include several different elements like these:

- Position title:** The position description should clearly list the title of the role. Your organization may have multiple volunteer roles, and volunteers will need to be certain about which one they're applying for.
- Position location:** The role may take place in your building, or it may be an off-site position in the community. Let your volunteers know precisely where they'd be working.
- Description of duties:** Spell out what tasks the role would require of potential volunteers. Some volunteers may not realize that a cat-care shift involves more cleaning than snuggling or that a particular support role is largely filing or envelope-stuffing.
- Impact of the role:** Let your volunteers know what impact the position will have in the community. Tell them how it supports your mission, helps your clients, or bolsters a particular program.
- Qualifications:** Let volunteers know what attainments or characteristics they must have. These may be specific, like particular skills or a certain level of education, or they may be broader requirements, like a cheerful demeanor or the ability to work on their feet for several hours.
- Time commitment:** Tell your volunteers how much of their time you'll ask for. Include the shift lengths and how many hours per month or week they should expect to serve.
- Training opportunities:** If your organization provides specialized training, let your volunteers know what that training will look like and when and how they will receive it.
- Work environment:** Provide a description of where the work will be and if there are any special tools needed. You might also include whether there are physical requirements too.
- Supervision:** Include a brief statement about who the volunteer's supervisor will be and how often they should meet with them. Including real names helps the volunteer feel more prepared.
- Volunteer perks:** While many volunteers don't get involved for the benefits, it's nice to include them anyway. For example, you might detail that volunteers will receive a free meal after the event or get a complimentary t-shirt to mark their participation.
- How to apply:** Provide a link to the application and directions explaining how to submit the form. It can also be helpful to include contact information for the person responsible for applications.