

**Volunteer Position Title:** \_\_\_\_\_

Provide a title for the volunteer position that is specific to role they will play. Try to ensure it is an attractive title—for example, rather than “Exhibit Assistant” consider “Mission Ambassador”



|   |  |
|---|--|
| <p><b>Position Overview</b><br/>Provide a compelling sentence or two that gives an overview of the position and can be used for recruitment.</p>  |  |
| <p><b>Purpose of the position and how it helps the organization</b><br/>Indicate the impact and difference this position will make in the near future – on the program, the organization, the community, and/or the volunteer themselves.</p> |  |
| <p><b>Duties and responsibilities</b><br/>Be specific and detail what a volunteer will be doing.</p>  |  |
| <p><b>Training Requirements</b><br/>What training is required or will be provided for this position?</p>  |  |
| <p><b>Skills and Qualifications</b><br/>What skill sets do volunteers need to possess in order to perform this position effectively? Include any physical requirements (e.g., ability to stand for long periods of time, etc.)</p>            |  |
| <p><b>Time commitment required</b><br/>Provide an estimation of what is expected for the role length or time-wise. How many hours per week or month are you asking a volunteer to commit to?</p>  |  |
| <p><b>Location of the Position</b><br/>Will this position be performed in the organization’s office, from home, at off-site event location, etc.?</p>   |  |
| <p><b>Dress code required</b><br/>Indicate any dress code requirements (i.e., branded t-shirt, closed-toed shoes for safety)</p>  |  |
| <p><b>Benefits to the volunteer</b><br/>What’s in it for the volunteer? (i.e., developing new skills, meeting new people, etc.)</p>   |  |
| <p><b>Supervisor</b><br/>Who will this volunteer be reporting to?</p>   |  |
| <p><b>Expectations of Volunteers</b><br/>What does the organization expect of volunteers overall?</p>   |  |
| <p><b>What Volunteers Can Expect from the Organization</b><br/>What commitment is the organization making to support volunteers?</p>  |  |