

## Volunteer Position Description Worksheet and Sample

Consider using or adapting this worksheet to develop position descriptions for the volunteer positions in your nonprofit.

### *Sections of the Job Description*

### *Explanation and Example*

**Purpose:** This section describes the specific purpose of the position in no more than two sentences. If possible, the purpose should be stated in relation to the nonprofit's mission and goals.

*Example:* The position of *After-School Tutor* support [Name of Nonprofit]'s educational program for high school students. The tutoring program is designed to help high school students achieve academic success and graduate on time.

**Job Title:** What title has been assigned to the position?

*Example:* After-School Tutor

**Location:** Where will the volunteer work?

*Example:* The After-School Tutoring Program is conducted at the County Library on Main Street

**Key Responsibilities:** List the position's major duties.

*Example:* The After-School Tutor:(1) works with an assigned high school student to provide assistance in one or more academic subjects;

(2) assists a student develop a better understanding of in-class and homework assignments;

(3) coaches the student in identifying resources to complete assignments;

(4) reviews completed assignments and suggests ways to improve or supplement assignments; and

(5) provides positive feedback on the student's progress and encourages the student's continued focus on academic excellence.

**Reports to:** Indicate the title of the person to whom the volunteer reports.

*Example:* Director of Tutors

**Length of Appointment:** Note the time period in which the volunteer will serve, and include restrictions, if applicable.

*Example:* The After-School Tutor will serve for the Fall 2001 and Spring 2002 semesters. The tutor is eligible to continue in the 2002/2003 school year with approval from the director of tutors.

**Time Commitment:** Indicate the approximate number of days or hours required per week.

*Example:* The After-School Tutor position requires a minimum commitment of two hours, and no more than four hours per week, for each week that school is in session. In addition, each volunteer must attend a two-hour orientation during the week before the semester begins. The program is held from 3-5 p.m. each Wednesday.

**Qualifications:** List education, experience, knowledge, and skills required. If a criminal history record check or other background check will be conducted, it should be indicated here.

*Example:* Eligible candidates for the After-School Tutor position include adults over 21 years of age who have earned a Bachelor's Degree and who pass a criminal history record check.

**Support Provided:** List resources that will be available to the volunteer.

*Example:* Training for this position will be provided at the four-hour orientation session. In addition, the director of volunteers is available on an ongoing basis to answer questions and provide other assistance as needed.

*Other categories that an organization would include, if applicable, in a volunteer job description are:*

- *appointed by*
- *development opportunities*
- *relationships*
- *age requirement*
- *benefits provided (i.e., lunch, T-shirt or opportunity to assist a young person achieve academic success).*