

Sample Volunteer Position Description Worksheet

Component	Explanation
Organization Description	Describe what your organization does and its purpose and goals. This is an opportunity to inspire prospective volunteers to engage with your organization.
Position Title	What the job or position will be called. Examples: <i>Board Member</i> <i>Chair / Vice-Chair / Secretary / Treasurer</i> <i>Bartender / Server</i> <i>Gate Worker / Ticket Seller</i>
Time Commitment	The time period in which the volunteer will serve or the time commitment that is required. Examples: <i>Board Member - Two year term, with opportunity for re-election. Monthly meetings.</i> <i>Specific Event – Saturday, September 2 from 4pm-6pm.</i>
Job Description	This is your opportunity to describe what is expected of your volunteer. Include Purpose, Key Responsibilities
Special Requirements	List anything that the volunteer is required to have in order to perform their duties. Examples: <i>Must be 19+</i> <i>Must have Criminal Record Check</i> <i>Must have vehicle for travel</i>
How to Apply	Make sure to leave contact information and give prospective volunteers options for how they can apply. It can be as formal or informal as you like.
Ways to promote Volunteer Opportunities	Facebook (Organization's FB page, and can be shared by other groups) Village of Harvey website (Community Groups / Volunteer Opportunities section) Lionews