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# Volunteer Position Description

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## **VOLUNTEER POSITION DESCRIPTION**

*Name of the Organization*

*Name of the Program*

### **POSITION TITLE:**

*Name / title of the position (Note: "volunteer" is not a title; it is a salary classification.)*

### **TIME REQUIRED:**

*The amount of time needed to perform the role, listed in both frequency and duration. (i.e. Monthly meetings, lasting 90 minutes each, with approximately one hour of preparation. Term of service is one calendar year.)*

### **LOCATION:**

*The location or meeting place for the volunteer service will take place. If additional planning, preparation or orientation time is "to be arranged" then that should be indicated as well.*

### **GENERAL PURPOSE:**

*The general purpose is articulated in paragraph form. This includes the "big picture" role, responsibilities and goals or expected outcomes for the position.*

### **SPECIFIC RESPONSIBILITIES:**

- *Bulleted listing of specific duties and responsibilities that should be conducted.*
- *This could include enrollment deadlines, the number of meetings to be scheduled each year, specific duties, etc.*
- *This is a detailed "to do" list.*

### **QUALIFICATIONS:**

- *Applicants must completed the Client Protection screening process and be accepted as a volunteer.*
- *Provide own transportation to meeting and activities*
- *Ability to communicate effectively with staff, volunteers and program participants.*
- *A bulleted list of qualifications, specific to this position. (Other than the three previous bullets, the list of qualifications will be specific to the volunteer position.)*

### **BENEFITS:**

- *A bulleted list of benefits (the following list will generally suffice)*

- The opportunity to work with youth and/or adults, providing positive support and growth experiences
- Receive intrinsic and extrinsic rewards at volunteer recognition events
- Volunteer development opportunities
- Opportunities to share your skills, talents and interests
- Orientation provided by Extension staff
- Research shows that volunteering promotes improved health
- Opportunity to make a difference in the life of a child
- Use office supplies and materials
- Volunteer Administrator will be available for consultation, guidance and direction.

**SALARY:**

Unsalaries; volunteer. This position does not imply employment with the organization.

**SUPERVISOR:**

Name:

Title:

Address:

City, State, Zip:

Phone:

Fax:

e-mail:

*“I have read, understand and agree to fulfill the purpose and responsibilities of this volunteer position and further agree to accept guidance and direction from the supervisor. I am committing to involve individuals regardless of race, color, age, sex, religion, disability or national origin in educational experiences in cooperation with other volunteers and the Volunteer Administrator. I also understand that failure to fulfill the purpose and responsibilities of the volunteer position and to accept guidance and direction from the supervisor could result in suspension of my position. I also understand that this volunteer position is renewable annually; I will notify the supervising professional if I am no longer interested in serving.”*

**SIGNATURES:**

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Signature of volunteer Date

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Signature of supervisor Date