Sample Volunteer Job Description

A job description is prepared for committee chairs, committee members with specific jobs, and other volunteer positions as needed. Ideally, a job description is provided to the prospective volunteer before he/she is asked to make a commitment.

1. Name or title of the volunteer job/position.

2. Brief general description of the position, including:
   A. Purpose and how it relates to the goals and objectives of the organization.
   B. Primary responsibilities
   C. Expected results

3. Qualifications required to perform the job well
   (Skills, knowledge, and/or experience; include physical requirements, if any)

4. Time required, including:
   A. Number of hours per week/month
   B. Length of commitment
   C. Expected starting date

5. Name of person to whom responsible

6. Support system provided by the organization:
   A. Budget
   B. Meeting space or other space provided
   C. Orientation/training required and by whom provided
   D. (If applicable) staff person assigned to work with the volunteer or group