
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