

Volunteer Position Descriptions

Include these core components in a volunteer position listing to ensure your volunteers understand the role. This will help ensure the volunteers are a good fit for the role and help create long term success.

TITLE

- Clear, specific, and engaging
- Avoid vague titles like “helper” or “volunteer”
- Good example: “Craft Room Supervisor” or “Visitor Welcome Bag Preparation”

DESCRIPTION

- Provide a brief, compelling summary of the role.
- Connect it to your mission. Share how this role makes a difference. Who does it help? What is the outcome?
- List 4-6 clear, specific tasks using action words.

SKILLS & QUALIFICATIONS

- Include required or preferred skills needed to be successful
- Examples may include:
 - Age requirement
 - Physical qualifications - Must be able to lift, bend, etc.
 - Social Skills - comfortable working in large groups, trained in conflict resolution, etc.
 - Certifications - Must have a drivers license and insurance, etc.

TIME & LOCATION COMMITMENT

- What is the duration of the role? one time, recurring, multi-day, etc.
- How many hours are expected?
- What is the schedule? Flexible or set hours?
- In person or virtual. If in person, what is the address and location details like parking, etc.

HOW TO APPLY

- Contact name, email, and phone
- link to apply
- what to expect next

