

VOLUNTEER POSITION DESCRIPTION WORKSHEET

This worksheet will help you think about and gather the information you will need to successfully write a volunteer position description.

Step 1

Answer the following questions as completely as possible. In addition to answering these questions with your own observations or knowledge, you may find it helpful to consult with a variety of staff members to really understand the needs of your organization. Ideally, you'll want to get input from the person who will supervise this position.

1. In your own words, describe the mission of your organization. What is the problem your organization works to solve?
2. What are the benefits for individuals who are working to support the mission of your organization?
3. What positions/functions do volunteers already perform at your organization?
4. How do volunteers benefit your organization?

Step 2

Complete the following chart.

- In Column 1, identify the actions that paid staff members lack the time or skill to do.
- In Column 2, describe the desired outcome. What will happen if this action is completed? Be specific here and consider the impact of the action being completed.
- In Column 3, identify the specific skills needed. What does someone need to be able to do or know to complete the action? (For example: computer/technology skills, physical requirements, special certifications/licenses, knowledge of laws, etc.)
- In Column 4, identify the attitudes or other qualities needed. What does someone need to be capable of being, feeling or thinking to complete this action successfully? (For example: compassionate, responsible, experienced, etc.)
- In Column 5, identify the time required. How long will it take to complete this action?
- In Column 6, identify the motivation. Why would someone want to complete this action?

- In Column 7, identify the organizational resources needed. What does the organization need to provide for this action to be completed? (For example: training, a computer, insurance, recognition, transportation, supervision, etc.)

1. Action	2. Outcome of action for organization	3. Skills needed	4. Attitudes or other qualities needed	5. Time required	6. Motivation of volunteer to do this action	7. Organizational resources needed