

Volunteer Opportunity Worksheet

This document is meant to be a template for discussion and brainstorming with your team to help you think through many of the responsibilities that are associated with volunteer engagement. You can use this document to create and finalize a job description for a volunteer position.

Goal: What is the goal of the volunteer project or job? This should be one to three sentences.

Scope of Responsibilities:

- These should be two – five bullet points outlining the major, key responsibilities of the job.

Qualifications:

- What skills, personality traits, education, experience level is mandatory or preferred? Is there anything that would disqualify an applicant?
- **Who will be involved in the selection/screening process?**

Location:

- Where will/can the work be completed? Is this a virtual job?

Volunteer Selection:

- Who will applicants contact for more information or to apply? Who will conduct the interview and what questions will you ask applicants? Who will “hire” the volunteer?

Training and Supervision:

- Who will provide a basic orientation? Who will provide training? Who will provide ongoing supervision? What is your supervision plan? What does this volunteer need to know to be successful and what tools do they need to do their job (example a computer, software, transportation, etc.). How will volunteer hours be tracked?

Minimum Time Commitment:

- What is your best estimate of the time it will take to get the job done? Are there certain days, hours or months required? What length of a commitment are you looking for? Be sure to account for training time in addition to work time. Is there a deadline or end date, or is this ongoing?

Benefits:

- What’s in it for the volunteer? Why would anyone want to do this job? What will they gain for being a part of the volunteer team?

Recruitment Ideas

- Would you like the position posted on the website, Volunteer Match.org, and what other ideas do you have for finding applicants?