



VOLUNTEER POSITION TEMPLATE

VOLUNTEER POSITION DESCRIPTION

Title of the position
Name of the program
Name of the organization

Example fm. <http://bit.ly/2pOQGki>
The Extension Volunteer
Administration Handbook for 4-H
Youth Development (2012, Culp)

POSITION TITLE:

(Identify the actual position title. Remember that "volunteer" is a salary classification and not a position title!)

TIME REQUIRED / DURATION OF APPOINTMENT:

(Estimate the total time required for both preparation, meetings, orientation, education and actual volunteering efforts. Both the amount of time required per day, week or month and the duration or length of commitment should be included. *i.e.* "Approximately 4 hours per week from March through August.")

LOCATION:

(Identify the location(s) where volunteering will occur. Include training sites, meeting locations, work out of home, office or as arranged, etc.)

GENERAL PURPOSE:

(Often listed in a single paragraph, outline the overall purpose of this volunteer position. This includes a general statement of what a volunteer in this position should accomplish.)

SPECIFIC RESPONSIBILITIES:

(Generally listed as bullets, this included an inventory of all of the duties which a volunteer in this position will be expected to perform. For example: Recruit members, schedule 12 monthly meetings, distribute enrollment cards, return completed enrollment cards to the office by April 1, conduct an annual Community Service Project, communicate deadlines and opportunities, and so forth.)

Educational programs of the Kentucky Cooperative Extension Service serve all people regardless of race, color, age, sex, religion, disability or national origin.

QUALIFICATIONS:

(Listed in bullets, qualifications identify the specific skills, talents, interests and abilities which are necessary for a volunteer in this position to be successful. These *could* include level of education, an interest in a specific subject matter area, a desire to work with specific clientele, organizational skills, flexibility, computer skills, access to transportation, access to a telephone and so forth.)

The following statement must be included:

- + Must undergo the volunteer application and screening process and be accepted as a volunteer.

BENEFITS:

(List all of the benefits provided. These could include educational resources and curriculum, including leader's guides, educational or training opportunities at the county, area, state and regional levels, access to computers or copiers, and so forth.)

SALARY:

Unsalaries; volunteer. This position does not imply employment with the University of Kentucky.

MENTOR/SUPERVISING PROFESSIONAL:

Staff member who is responsible and accountable for this position. Include:

Name:
Title:
Address:
City, State, Zip:
Phone:
Fax:
Email:

I have read, understand and agree to abide by the duties and responsibilities of this volunteer position and further agree to accept guidance and direction from the supervisor. I also understand that failure to fulfill the purpose and responsibilities of the volunteer position and to accept guidance and direction from the supervisor could result in suspension of my position. I also understand that this volunteer position is renewable annually; I will notify the supervising professional if I am no longer interested in serving.

Signature of Volunteer

Date

Signature of Extension Professional

Date

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