

VOLUNTEER POSITION DESCRIPTION TEMPLATE AND SAMPLE

TEMPLATE

Use this template and sample (page 2) to create or enhance a position description for a volunteer position at your organization.

Name of agency and statement of purpose: [Briefly summarizes the role and goals of your program.]

Title/position: [Provides a title that helps describe the position you want to fill.]

Duties/expectations: [Explains what the expectations are for carrying out the position's responsibilities.]

Time commitment: [Includes both short- and long-term commitment, in terms of frequency of service, estimated number of hours (including trainings), specific dates (if necessary). If you are looking for multiple volunteers for this position, also list that here.]

Location of volunteer position: [State where volunteers will serve.]

Qualifications and requirements: [Include personal characteristics, desired skills, age, education, language requirement, certifications for this position.]

Benefits to the organization and volunteer: [Explain that while there is no pay, volunteers certainly get something back. Describe how rewarding the experience will be and what they will get out of it, including training, work experience, professional contacts, etc.]

How to apply/contact: [Add any instructions on how to apply, what applicants need to include, who they should contact (name, phone and email address). Also, this is a good place to list your website or where to get more information.]

SAMPLE

Safe Place Women's Shelter has been dedicated to ending abuse and providing compassionate treatment for victims of domestic violence for over 15 years. We're available 24 hours a day with an emergency hotline, and we provide confidential shelter, counseling, resources, justice system advocacy, and youth programs. We're here with open arms and hearts, listening to our clients and letting them know they are not alone.

Title/position: Safe Place Resource Advocate

Duties/expectations: When a victim of domestic violence makes the decision to leave her abusive environment, she has only a tiny window of opportunity for flight from danger. Often, she will make it to a woman's shelter with only the clothes on her back. As a safe place resource advocate, you will be responsible for:

- Soliciting and coordinating collection of hygiene products, cell phones, and other donated items from local agencies and distributing resources to clients as they need them
- Researching and updating a resource database, including transportation, food, shelter, educational opportunities, support group services, etc. in the local area
- Preparing and delivering a quarterly presentation to update staff about new resources available to clients

Time commitment: At least three months, 3–4 hours per week. Volunteers choose a day of the week to serve (e.g., Mondays) and come in weekly for a minimum of three months. You must attend a one-day orientation to the agency and a one-day training on crisis intervention and safety/security procedures of the agency. We are looking for two volunteers and hope to fill this position immediately.

Location: Safe Places Administration Office, 2343 Jones Blvd., Wheatonville

Qualifications and requirements: Familiarity with resources serving families affected by domestic violence; willingness to learn, good listening and communication skills, nonjudgmental personality. Must be at least 21-years-old. Must preserve confidentiality of client identity and information; agency's internal information; and location of shelter and safe homes.

Benefits: You can make a difference in the lives of thousands of domestic violence victims, survivors, and their families by providing some of the things they need to start a new life. Grow your skills and be an advocate of change.

How to apply/contact information: To apply, download an online application [form](#) on our website, fill it out, and email it to drosco@safeplaceshelter.com. For more information, contact Diana Rosco at (555) 555-5555.

Adapted from:

McCurley, S., & Lynch, R. (2011). *Volunteer management: Mobilizing all the resources of the community* (3rd ed., Appendix 3, p. 356.). Plattsburgh, NY: InterPub Group.

U.S. Department of Education, Mentoring Resource Center. (2006). *Volunteer motivation and mentor recruitment* (Mentoring Fact Sheet No. 8). Retrieved from Education Northwest website: http://educationnorthwest.org/webfm_send/170