

Designing Management Volunteer Positions

A written role description is the single most important criteria in overall volunteer program delivery. A role description for management volunteers is especially necessary. The advantage of written role descriptions is that the duties, expectations, and responsibilities of both the volunteer and organization are outlined clearly. Knowing the requirements of individual volunteer management roles in advance simplifies the selection/recruitment and utilization of managers.

Written role descriptions challenge an organization to provide managers with opportunities to contribute that are both challenging and rewarding. Many individual volunteers and entire volunteer programs are not completely successful, or fail entirely, because relationships were never clearly defined.

Role descriptions are a starting point for discussing volunteer involvement, not a predetermined, inflexible list of responsibilities! Involve the potential management volunteer in the description-designing process, and in the on-going review process with continuous negotiation.

Some key considerations for role descriptions include:

1. Is the role needed?
2. Is the task reasonable?
3. Is the task clear enough to be understood?
4. Are duties and responsibilities clear?
5. What resources are available for this assignment?
6. Who will be the supervisor?
7. How long will the role last?
8. What qualifications are required for the role?
9. How will the role be evaluated?
10. How detailed should the role description be? Usually the more complex the job, the less detailed the role description.
11. What are the benefits to the volunteer?
12. What are your true expectations from this role?

Volunteer role descriptions may vary considerable in format and length but should include certain basic information.

1. The specific volunteer **ROLE TITLE** should be identified.
2. The **GENERAL PURPOSE** of the volunteer role should be stated broadly, followed by **SPECIFIC RESPONSIBILITIES** described in greater detail.
3. The **SKILLS/KNOWLEDGE NEEDED** by the volunteer should be identified clearly.
4. List the **BENEFITS TO THE VOLUNTEER**. Estimate the **TIME REQUIRED** (both in preparation time and actual involvement time).
5. List any **RESOURCES AVAILABLE** (materials, resources available, training, etc.) as part of the volunteer role.
6. Identify the **EXPECTATIONS** you have for this role...the expected results.
7. Finally, and yet perhaps most importantly, the **CONTACT PERSON**, the mentor or supervising volunteer or paid staff who will evaluate the volunteer should be identified.

If you include a line for signatures, the role description becomes a contract or volunteer agreement. This builds in risk-management protection.



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Role Description Worksheet for Management Volunteers

Think of a volunteer management role that is vital to your program's success, and to the development of young people who might otherwise miss some essential opportunities. Use this sheet to develop a role description for that position.

Title: _____

Purpose: _____

Responsibilities or Duties: _____

Skills/Knowledge Needed: _____

Time Required: _____

Resources Available: _____

Benefits to Volunteer: _____



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Expectations Resulting From This Position: _____

Contact Person: _____

Address: _____

Phone: _____

Supervisor Signature

Volunteer Signatures

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