

Volunteer Job Description

1	Company Name			
2	Address			
	City	Province	Postal Code	
3	Business Telephone			
4	Business Fax			
5	E-mail			
6	Title			Number of positions
7	Major Objective			
8	Qualifications			
9	Responsibilities	see attached		
10	Do you need to screen the volunteer prior to placement?	<input type="checkbox"/> No <input type="checkbox"/> Yes	Does this require you to do a police check?	<input type="checkbox"/> No <input type="checkbox"/> Yes
11	Orientation/Training			
12	Time and Place			
13	Commitment			
14	On-the-job supervision			
15	Out-of-pocket expenses			
16	Contact Person			
17	Telephone			
For office use only: Date Posted: _____ Date Assigned: _____ Assigned Placement(s): _____ Assigned by: _____ Signature: _____				

PLEASE NOTE: Although we will do our best to connect volunteers with your needs, we cannot guarantee that a volunteer will be found for each request.

GUIDE FOR VOLUNTEER JOB DESCRIPTION FORM

TITLE

This will be the volunteer's identification. Give this as much prestige as possible.

NUMBER OF POSITIONS

Indicate the number of volunteer positions available under this title.

MAJOR OBJECTIVE

A short, concise statement, reflecting the ultimate goal of the service to be performed.

QUALIFICATIONS

Include all things necessary for the effective performance of duties, listing requirements from physical to human qualities desired. Be careful not to over qualify the position – you could lose some excellent volunteers due to stringent educational requirements. Specifics such as a car, insurance, if needed, etc. should be noted.

RESPONSIBILITIES

List each duty and responsibility of the job as specifically as possible.

SCREENING/POLICE CHECKS

Please indicate if you need to do a screening interview prior to volunteer placement. Also indicate if this involves a police check.

ORIENTATION/TRAINING

This includes the nature, specific content, and the approximate hours for orientation and training. Identify and contact the individuals who will conduct the training.

TIME AND PLACE

This should include the exact duty hours, which days of the week and the place where the volunteer is to perform the services. BE SPECIFIC.

COMMITMENT

The minimum number of months you need from the volunteer based on your investment in training and supervision becomes the minimum length of commitment for the volunteer. A maximum time commitment should also be specified for the volunteer.

ON-THE-JOB SUPERVISION

Indicate whether on-the-job supervision is necessary. Specify the name and position of the supervisor. Include supervisor's general schedule.

OUT-OF-POCKET EXPENSES

Indicate if there are any expenses the volunteer must incur. Where possible, list any available benefits to the volunteer (i.e. free parking, coffee, mileage reimbursement and insurance).

CONTACT PERSON

Who should the volunteer be directed to? Indicate their telephone number if different than business number.

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