



Worksheet

Writing Volunteer Job Descriptions

POSITION TITLE:

ROLE DESCRIPTION

A few sentences summing up the primary focus of the role.

RESPONSIBILITIES

A detailed list of what is expected of the volunteer in this position and what responsibilities they will have. Take extra care with this section so your potential volunteer has a clear idea of what they will be asked to do.



EXPECTED OUTCOMES AND TERM GOALS

These can be standard goals that always apply whenever a volunteer is new to the role or specific goals for that person and that term.

QUALIFICATIONS

Key experience or skills that make a certain volunteer perfect for this role.



TIME COMMITMENT

Outline the expected hours per month or year that the position usually requires.

TRAINING AND SUPPORT

This can be a list of recommended trainings as well as specific training opportunities for that position.



BENEFITS

One volunteering role can often lead to another, opening doorways to higher level MITAA boards or committees. Many positions also forge strong relationships and exposure among alumni groups and the Institute.