

Volunteer Job Description Sample

4-H Volunteer Role Description

Role and purpose: (Why is this job necessary? What do you hope to have accomplished by the volunteer?)

Time required: (How much time will the job take; is it flexible, is it short term or ongoing?)

Responsibilities: (What can the volunteer expect to do? List some specific tasks or areas of responsibility.)

Target dates: (What and when are the major events in which this volunteer will be involved or need to prepare for? Is this an ongoing responsibility?)

Resources available: (What books, reference materials, supplies, equipment, etc. are available to help the volunteer be successful?)

Training opportunities: (What kinds of training can the volunteer expect? Is it ongoing? Will there be conferences or workshops available to enhance whatever training may be given locally?)

Report to: (Name or title of faculty or staff member responsible for assignment.)

For Questions, contact: (This may be the person listed above or it may be someone else who be helping ease this volunteer into the new role.)