

# VOLUNTEER JOB DESCRIPTION WORKSHEET

From  
**StratusLIVE**

To ensure active and engaged volunteer participation, it's critical to match the right volunteer with the right opportunity. Answer the following questions to develop an accurate volunteer job description that will attract the best suited volunteer(s) for your needs.



## STEP ONE: GOALS AND OBJECTIVES

Consider your organization's mission to help identify the goal/objective of this volunteer opportunity. Is it to provide an inviting or safe place for children to play outside? Is it to identify new and achievable funding opportunities to expand your programming?

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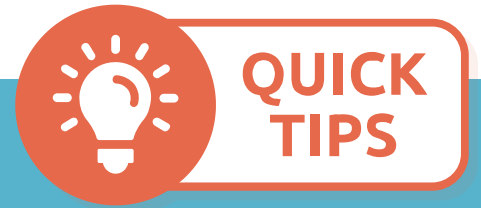
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**Conduct a needs assessment and consult with your team before you institute a volunteer program.**

## STEP TWO: OPPORTUNITY TYPE

What type of volunteer opportunity is it? Is it Direct Service or Event-based? Would this project be ideal for a corporate group? Is it a skills-based volunteer opportunity, or a role on a board or committee?

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## STEP THREE: TASK IDENTIFICATION

What are the expected responsibilities of the volunteer(s)? What tasks will they complete? What does the project entail? An example may be weedeating and edging a basketball court, or researching grant opportunities from family and community foundations. Clearly list your expectations from your volunteers.

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## STEP FOUR: REQUIRED SKILLS

What is the required skillset of a qualified volunteer(s)? For example, do they need to know how to operate a lawnmower, or do they need a grant writing certification?

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## STEP FIVE: TRAINING/SUPPORT

What training or support will you provide your volunteer(s)? Will this training be conducted virtually or in-person? Is it required? An example may be demonstrating how to use your lawn equipment, or offering a webinar to learn more about your organization’s mission and vision.

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## STEP SIX: PROJECT LENGTH & TIME COMMITMENT

Is this a short-term or long-term project? Do you expect your volunteers to commit monthly or quarterly to this initiative? Will you offer flexible hours or shifts?

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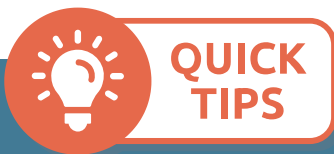
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## STEP SEVEN: KEY PERFORMANCE INDICATORS

To ensure your volunteer opportunity is successful, it's important to track both **traditional volunteer metrics** as well as **impact metrics**. How many volunteers took part in this initiative? How many hours did they volunteer? Did the students who participated in outdoor play experience improved physical wellbeing? How many foundations were identified for potential funding? How many applications were submitted?

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Setting clear goals for your volunteers allows you to identify your superstars. Add points to their engagement scores based on volunteer frequency. Those with high point totals are good candidates to consider for additional engagement.

## STEP EIGHT: ROLE TITLE

What is the name of the volunteer opportunity that you will display on the application and within your promotions?

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## STEP NINE: LOCATION AND TIME

Where will this volunteer opportunity take place? Is it a virtual role? Will the volunteer need to come on site? Is there an option for hybrid participation? What is the exact time the volunteer is expected to begin work?

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## STEP TEN: PERKS AND INCENTIVES

List any benefits a volunteer may receive in order to entice participation. This could include a branded water bottle, t-shirt, snacks, or even a growth opportunity such as becoming a volunteer trainer.

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