

Developing a Volunteer Position Description

Position/committee/advisory council/task force for which volunteers are being sought:

What are the skills/attitudes/traits needed to do this job?

(i.e. If we envision of the type of person who could do this job, and would enjoy doing this job, what would they look like? Cover age, hobbies, occupational specialty, related interest and whatever else better illustrates the picture).

- 1)
- 2)
- 3)
- 4)
- 5)

Based on the above information, where can we find these types of people?

(Think about the different types of people who comprise your membership and their work setting, leisure time activities, publications they might read, in what part of town they live).

- 1)
- 2)
- 3)
- 4)
- 5)

What motivations of this person can we appeal to in our recruitment effort?

(Job enhancement, socialization, learning new skills, career exploration, leadership development, giving back to the community, keeping productively involved, meeting new people, etc.)

- 1)
- 2)
- 3)
- 4)
- 5)