

Drafting a Volunteer Position Description

Providing volunteers with a position description gives them the information they need to self-screen and decide if it's a good fit for their skills and interests. Start by writing down a description of your project. A good volunteer position description includes information on the purpose of the project, the skills or benefits the volunteer will receive by participating, and the commitment or skills required by the volunteer.

Volunteer position descriptions should also include basic information like time, location, and contact information if people have questions. Convey the important information, and you'll be able to recruit the people you need to successfully complete your project.

Below is an outline of the important components, and an example of how to write an effective volunteer position description.

Drafting a volunteer position description will allow you to effectively communicate the importance of your stewardship workday, and what you're asking of potential volunteers. Identifying the information outlined below will provide you with all the content you will need in order to post your volunteer opportunity on the Nature Groupie online calendar, develop a flyer, or draft a press release for your stewardship workday.



Component	What is it?	Example
Name of Event	Use a title/tag line to explain the topic of the workday/training/event, and how volunteers can make a difference	Plant Shrubs to Help Rabbits
Sponsoring Organization Info	Name of the organizations, towns, or agencies who are hosting the stewardship workday. Include website addresses, if available.	UNH Cooperative Extension (extension.unh.edu) and NH Fish & Game Department (wildlife.state.nh.us)
Event Summary	Create a 1-sentence explanation of the volunteer position and what it will entail. Sometimes it's beneficial to explain how many volunteers are needed – it helps people understand the scope of the need	Fifty (50) volunteers are needed to plant 5,000 native shrub seedlings to restore habitat for the New England cottontail rabbit.

Component	What is it?	Example
Time, Date, and Location Information	What day and time is your event? If applicable, include multiple shifts and/or dates. Provide the location of the workday, and a Google Map link, if possible.	Saturday, May 2, 2015: 9am-noon or 1-4pm Volunteers will meet at the parking area for Bellamy River Wildlife Management Area (WMA) at the start of each shift. Bellamy River WMA is located on Old Garrison Road in Dover, NH. Click here for a Google Map to Bellamy River WMA
Event Description Includes information on why the event is necessary, what volunteers will be doing, and what volunteers will get in return. <i>Includes information on why the event is necessary, what volunteers will be doing, and what volunteers will get in return.</i>	Explain the purpose and how volunteers will be making a difference (in the community, for the environment, for the world, etc.) Volunteers today are hoping to learn new skills and make a difference in the world. Explain what they'll get out of the experience, however intangible the benefits may seem. It is critical to explain what you expect from each volunteer. Be as specific as possible – what is the minimum time you'll require? Being specific here will allow volunteers to self-select based on THEIR availability, and you'll get the right people for what you need.	New England cottontails are a state-endangered wildlife species and they rely on dense shrubland habitat to survive, so planting shrubs is an important part of the work being done to help conserve and recover the species. But it isn't all about rabbits! Over 100 wildlife species in New Hampshire also benefit from this type of habitat. Volunteers will be provided with an overview of the New England cottontail restoration efforts, and will be instructed on proper planting of native shrubs. They will also get to spend the day outside doing something good for wildlife in need! Volunteers are expected to sign up for one three-hour shift, with the option to attend multiple shifts, to help plant shrub seedlings in a recently cleared area at NH Fish & Game's Bellamy River Wildlife Management Area. We are looking to plant 5,000 shrubs – a task that can only be accomplished with the help of volunteers.
What to Bring	What do volunteers need to bring to this event? This is also a good place to say what you will provide.	Volunteers should expect to get their hands dirty. Come prepared to work hard with appropriate clothing, and boots that will hold up well in mud and dirt. Please bring a refillable water bottle and if you sign up for both shifts, bring your lunch. We will provide snacks and water to refill water bottles.
Special Instructions	Includes instructions regarding youth volunteers. Indicate whether you will accept youth volunteers, and if so, what ages and under what conditions?	Individuals, small groups, and larger groups are all welcome. If youth are under 14, they need to be accompanied by a parent or guardian.
Contact Information	Be sure to provide contact information (name, phone number, and e-mail address) if people have questions, and so you can gauge interest along the way.	Questions? Contact Haley Andreozzi at XXXX@unh.edu or (603) XXX-XXXX
Registration Information	Where do volunteers sign up for the workday?	Sign up at naturegroupie.org

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