

Job Description Worksheet

Develop a Volunteer Opportunity and Job Description Worksheet

Below are some activities to help you get started in developing volunteer opportunities and job descriptions for those opportunities at your agency.

1. Describe the ultimate mission of your agency and how your agency strives to fulfill its mission:

2. What can your agency do to further the mission of your agency?

3. What is the purpose of your job?

4. If you had two more people just like you to do your job, what additional tasks or projects could you complete?

5. If you had two people who were the opposite of you (i.e., who complemented your skills) to do your job, what additional tasks or projects could be completed?

6. What areas of the agency do you feel are understaffed? What more could be done with additional staff?

7. Based on the answers to questions #2, #4, #5, and #6, develop a list of job activities that a qualified person could accomplish:
 - 1.
 - 2.
 - 3.
 - 4.
 - 5.
 - 6.
 - 7.
 - 8.

8. Based on the above list of activities, circle those that could fit into a single volunteer job position (3-8 hours per week). Put a star by those that can be a one-day project. Now log in to the [Volunteer Solutions](#) website to develop your job descriptions online or formalize these jobs by completing a [Volunteer Job Description](#) form to explore the qualifications, schedule, supervisor, and training the positions will require. (VolSol: Agency Log-in page)(Help for Nonprofits: Volunteer Job Description) This form should only be used if your agency does not have access to the internet.