

GUIDELINES

PREPARING JOB DESCRIPTIONS FOR VOLUNTEER STAFF

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GUIDELINES

PREPARING A JOB DESCRIPTION FOR VOLUNTEER STAFF

Each volunteer role should have a clearly stated, well thought out job description, designed to ensure that the important essential elements of the job are properly identified and described.

The job description when clearly defined affords the volunteer a visible place on the Agency staff and should be used:

1. To clarify relationships between jobs.
2. To clarify job responsibilities - helping the volunteer understand his job.
3. To select new volunteers and introduce them to their jobs.
4. To forecast training needs.
5. To assure that the volunteer and his supervisor agree on the important elements of the job; and
6. As a basis for establishing standards of performance against which performance can be measured.

The job description should be flexible enough so that when it is reviewed by the supervisor and volunteer in conference changes may be made to assure that the volunteer and his supervisor are in complete agreement as to the content of the job description.

SUGGESTED FORMAT
FOR
VOLUNTEER JOB DESCRIPTION

Agency _____ Program _____

Department _____ Job Title _____

Dept. Supervisor _____

Agency Volunteer Coordinator _____

Date _____

A. GENERAL DESCRIPTION

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B. SKILL LEVEL

C. TASK ANALYSIS

D. EXPECTED END RESULTS

E. RESOURCES

GUIDELINES FOR PREPARING
A JOB DESCRIPTION

GENERAL DESCRIPTION

Includes job title - program which job extends - who supervises -
general description of tasks to be performed - time involved
(part-time - full-time).

SKILL LEVEL

1. Specialized, Technical, or Practical Skills: State as accurately and as clearly as possible how much "know-how", however acquired, is required by the position in question.
2. Human Relations Skill: Describe just what the job demands in respect to skill in dealing with people.
3. Managerial and Consultative Skill: Describe the requirements of the job for getting things done through other people and for integrating and coordinating the activities.

TASK ANALYSIS

These are the "do" statements about the job. Brief, concise, clear statements characterize the task. Each statement should start with a capitalized action verb. Example: Counsel individuals in management of financial resources.

Examples of Action Verbs:

Accepts	Employs	Provides
Administers	Evaluates	Prepares
Advises	Formulates	Promotes
Appraises	Guides	Participates
Assimilates	Interpretes	Reviews
Assigns	Implements	Recruits
Assists	Keeps	Recommends
Consults	Leads	Represents
Counsels	Measures	Recognizes
Creates	Maintains	Schedules
Develops	Organizes	Trains

END RESULTS (Evaluation)

Measured against:

1. Progress toward accomplishment of Program Objectives.
2. Success as it relates to tasks assigned.
3. Growth of volunteer in the job.

RESOURCES

Resources for training for and implementing this role should be defined when the role is developed. Resources should be identified at 3 levels:

1. Supervisory - used by a professional staff member in training.
2. Volunteer - for use in carrying out the assignment.
3. Client - the volunteer sometimes needs simplified information to leave with a client.

Resources can be as sophisticated as films, slides, filmstrips, or as simplified as a one page fact sheet. Human resources available should be included also. The important factor is that the volunteer supervisor has planned for the support of the volunteer role through provision of training, materials, and supplies.

FORMAT*

Check List - To be used by the supervisor and volunteer as the volunteer is recruited.

I understand:	Yes	Partially	No	Would Like Training
1. The objectives of the Program				
2. *Tasks of my job				
3. How the Agency can help and how to request it.				
4. What resources are available and how to obtain them (human, community, subject matter)				
5. What records need be kept and how to keep them				

*A more detailed check list related to the specific tasks of the job should be developed for each role.

JOB DESCRIPTION

Volunteer Role

Supervisor and Trainer of Craft Instructors for Programs for the Elderly.

General Function

The volunteer will work under the direction of the staff volunteer coordinator to provide training and supervision of volunteer craft instructors serving programs for the elderly. This will be a part-time assignment - 2 days a week.

Skills

This staff volunteer needs to be capable of creating or interpreting instructions for a variety of crafts at several skill levels. The volunteer may have formal craft training or may through her own interest have developed this skill. The volunteer needs to have the ability to work with people in a harmonious manner.

Tasks

Develop a plan for training volunteer craft instructors.

Establish classes to include arranging sites, sending notices in advance of class day.

Teach or provide a teacher for craft to be taught.

Make available simple printed instructions and lists of materials needed for each craft.

Provide lists of local sources of craft materials

Schedule training in communications and human development

Visit program sites to evaluate craft teachers and programs

Keep records as required by the Agency

Results Expected

As the result of these volunteer programs those recruited as craft instructors for elderly:

Demonstrate ability in craft skills

Exhibit skill in teaching techniques

Establish climate enabling senior citizens to obtain optimum self-actualization.

Resources - General

Resource information should be kept in card file and updated yearly

Human (example)

Mrs. Joe Smith - Telephone 555-6712

Works with Eggury, Decoupage, Bread Dough flowers.
Will give one day each week to instruction.

Mrs. Henry Jackson - Telephone 555-9234

Small items using discarded plastic bottles.
Has several unique items of little cost.
Will train craft instructors.

Mrs. Blake Jones - Telephone 555-9474

Works with local clays. Is willing to provide
instructions to craft teachers one day per month.

Materials (examples)

Local Stores selling Craft supplies:

Robbies - Great Mills Rd., Hometown, Md.
Ben Franklin - Lexington Park
Dotties Needlecraft - St. Andrews
Yarn Barn - Corner 235 and St. Andrew's Rd.

Wholesale Suppliers

Ceremics, Inc. - College Park - Tel. 555-0241
Crafts, Inc. - Washington, D.C. Tel. 555-7632

Church Ladies Guild - donate throwaways if sent list

Jr. Chamber of Commerce will hold benefit dinner yearly - proceeds
to go to craft fund for programs for elderly.

Craft Resources - Bibliography

Includes - Library List
Paper Backs
Magazines
Books

RESOURCES -- INDIVIDUAL CRAFT

Craft: Macrame

Supervisor

Text "Macrame Simplified" includes macrame items at several skill levels

Resource Person

Mrs. Amy Hanks - Tel. 555-1796
expert in Macrame - will assist
craft's supervisor in problems
of craft.

Sources of Macrame Cord Instructions

Local

- 1.
- 2.

Ordered by Mail

- 1.
- 2.
- 3.

Volunteer Instructor

Mimeo instructions for single macrame item.

Sources

Macrame Cord
Books on Macrame

Client

Mimeo instructions for single item.

Sources

Macrame Cord
Books on Macrame