

THE VOCABULARY LIST

These words are used in the private and public sector to define and describe jobs and job specifications. In using this list keep in mind that the more precise you can be the better. (It is suggested that three qualifying words be used to describe a function.) For example, "designing a program" can mean drawing and typing the "program" for a theatrical event or creating a service program such as a child care center for handicapped mothers.

analyzes	obtains
arranges	operates
assigns	orders
assists	organizes
cares for	performs
checks	plans
cleans up	prepares
computes	processes
conducts	proposes
constructs	receives
coordinates	recognizes
decides	records
designates	refers
designs	repairs
determines	requests
directs	reviews
drafts	schedules
drives	sells
estimates	supervises
files	systematizes
finds	teaches
formulates	types
inspects	<u>writes</u>
installs	books
instructs	cars
interprets	charts
itemizes	correspondence
maintains	diagrams
makes	drawings
marks	equipment
observes	graphs

handbooks
instruction manuals
instruments
letters
machines
manuals
materials
memos
models
orders
parts
problems
reference books
requisitions
service manuals
standards
supplies
telephones
tools
trucks
accurate
adequate
average
complex
correct
difficult
effective
efficient
excessive
extreme
inside

noisy
normal
sufficient
suitable
advise
administer
approve
authorize
control
cooperate
coordinate
consult
delegate
manage
plan
review
train
maintain
arrange for
audit
design
develop
edit
pick-up
purchase
recruit
send
solicit
supply
verify

For more information:

Volunteer: National Center for Citizen Involvement
P.O. Box 4179
Boulder, Colorado 80306
303-447-0492

Provided as a public service by California Office for Citizen Initiative and Voluntary Action, Occidental Life of California, The American Heart Association Greater Los Angeles Affiliate and Bank of America NTSA.

**A
volunteer's
experience is
more
than just
worthwhile ...**

USE THIS BROCHURE

AS A "MASTER":

This brochure has been designed to function as a "master" form. Use it to produce as many copies as you need. Simply enlarge the forms (by photostat or copier) by 250% to 8½x11 and then copy or print. Permission is granted to reprint these forms or this brochure in their entirety.

It's worth money...

TO THE PROGRAM:

Budgeting? Applying for a Grant? Evaluating? Planning? Buying? A volunteer program is not a "free" program. Its operation and maintenance depends not only on the expenditure of hours and energies, but on the expenditure of money as well. Good program management requires accurate and complete personnel records. Your staff, their functions, skills and service can be translated into dollars!

TO THE VOLUNTEERS:

Movement of volunteers into other positions or into paid employment means that they must "take" their experience with them. For some, employment records mean a volunteer position commensurate with their experience. For others volunteer experience can be directly transferable to a paid position, "Taking" their experience can be as easy as maintaining simple records or as complex as a life time's worth of memories.

THE JOB DESCRIPTION FORM

JOB DESCRIPTION FORM

Title of Position: _____ Date: _____

Department/Location: _____

Reports to (title and name): _____

General Nature, Scope, and Purpose of the Position: _____

Duties and Responsibilities (list in order of importance): _____

Supervisory Responsibilities (how many, job titles, type of supervision given): _____

When filling out this form:

Keep in mind you are describing a job, not a person. Be as specific as possible. Often a phrase such as "fund raising" means little whereas, "raising funds for a charitable organization by means of telephone solicitation to the general public" says exactly what the job entails. Use the vocabulary list on the back of the brochure to assist you in finding appropriate words.

TO ESTABLISH AGENCY IDENTITY:

Space has been left at the top of the forms for your agency's letterhead. Cut it off and paste to your 8½x11 master prior to reproducing. This is especially important when reproducing the "Employee Reference Form" as it gives the form credibility.

THE REFERENCE FORM

VOLUNTEER WORK EXPERIENCE
REFERENCE FORM

Agency/Organization Served
Name: _____
Address: _____
Telephone: _____

Volunteer
Name: _____
Address: _____
Telephone: _____

Volunteer Job Title:
Description of skills, knowledge and abilities to perform duties and responsibilities of the job (include equipment and tools used):

Number and type of workers supervised: _____

Dates of service in this volunteer job: From: _____ to: _____

Length of service in this volunteer job: _____ years
_____ months
_____ weeks

Actual hours served in this job: _____ per day _____ per week
_____ per month _____ total hours

Signature of Volunteer Worker: _____

Signature of Volunteer Services Supervisor: _____
Name: _____
Title: _____
Telephone: _____ Date: _____

(Note to Volunteer Worker: This certification is your record of your volunteer experience. It should be retained, as you might wish verification for a future job reference.)

When filling out this form:

Refer to your records for hours worked and job description. Use the vocabulary list on the back of the brochure to find the exact wording to describe tasks, skills and experience. Provide the volunteer with a copy of the completed form.