

Creating Volunteer Descriptions with Strong Foundations

VSys Voices November 2022 Webinar



VSys Voices Presenters



Karina Vargas, CAVS, has over 20 years' experience in volunteer management at all levels, ranging from working with Board-level professional volunteers to high school students. She spent over ten years managing volunteers for a large children's hospital where she developed volunteer leadership programs, presented interactive customer service trainings, and provided expert-level technical and leadership support to the volunteer program. Karina has a B.S. in Human Services from California State University, Fullerton and also has a CompTIA Project+ certificate in project management.

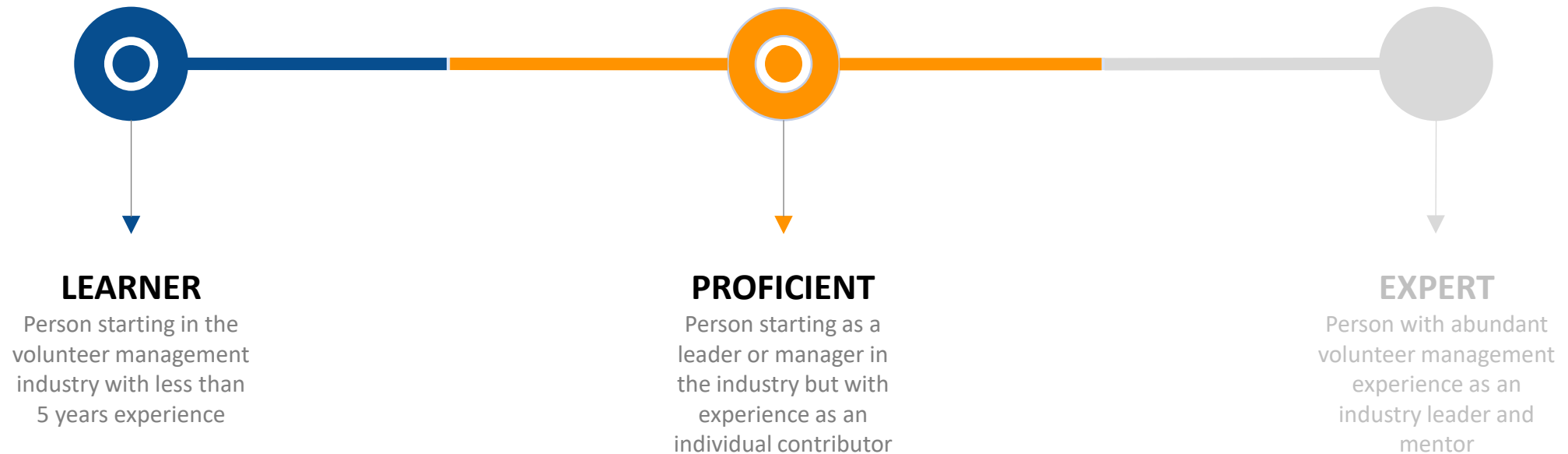


Dana Litwin, CVA, is a globally recognized strategic advisor, speaker, and advocate for civic service. Since 2002 she has guided organizations in California's Silicon Valley and nationwide to produce breakthrough volunteer and community engagement programs. Dana is the creator of the YouTube channel "Priceless Advice for Leaders of Volunteers", served as President of the Association of Leaders in Volunteer Engagement (ALIVE), and is a founder and facilitator of the National Alliance for Volunteer Engagement.



Target audience for today's webinar

SKILL LEVEL



Objectives for today's webinar



Explore the importance in establishing formal volunteer descriptions



Discuss foundational elements of a strong volunteer description



Present the connection between strong volunteer descriptions and effective volunteer program management



Can I just ask people to come in and then figure things out as we go?



Benefits of formalizing volunteer roles with volunteer descriptions



CONNECTION



COMMUNICATION



ACCOUNTABILITY



Let's build strong volunteer descriptions



Elements of a volunteer description

Visible to the Volunteer

- | | |
|--|--|
| <ul style="list-style-type: none">• Job Title• Summary/Purpose of the role• Benefits of Volunteering• Tasks/Responsibilities• Qualifications/Skills Required | <ul style="list-style-type: none">• Time Commitment• Location/Work Environment• Reports to• Acknowledgement/Signature |
|--|--|

Optional Internal Elements

- | | |
|--|---|
| <ul style="list-style-type: none">• Author• Last/Next Review Date | <ul style="list-style-type: none">• Organizational/Program Goals• Measurables/Metrics Captured |
|--|---|



Strong volunteer descriptions are essential for effective volunteer management



Resources

[#TuesdayTips “Volunteer Job Descriptions: The Problem with Penguins...” by Dana Litwin](#)

[10 Must Have’s for a Well-Crafted Volunteer Job Description by Tobi Johnson](#)

[VolunteerMatch Learning Center \(search for webinar topics\)](#)



Thank you for joining us!

