

**SAMPLE VOLUNTEER DESCRIPTION POSITION GUIDELINE
CHAPTER/UNIT NAME**

Location	Chapter office
Position Title	Youth Services Office Support
Purpose	The Y&YAS program relies on volunteers who can come into the office on a regular basis, in order to do work that keeps the program running smoothly (e.g. entering volunteer hours, making supplies for First Aid Workshops). In addition, special projects often require extra office support from volunteers in order to be completed.
Key Responsibilities	<ul style="list-style-type: none"> • Making phone calls, photocopying, putting together bulk mailings, entering data, creating figures, and meeting materials • Responsibilities will vary depending on the nature of the project • Attending all-youth meetings, which occur every month
Relationships	Youth Outreach Specialist
Qualifications	<ul style="list-style-type: none"> • Good organizational skills. • Willingness to learn computer and office skills. • Minimum age = 15
Training	<ul style="list-style-type: none"> • Computer skills, as needed
Appointed by	Youth Outreach Specialist
Reports to or Partners with	Youth Outreach Specialist
Length of Appointment	1 year, renewable
Time Commitment	Flexible
Development Opportunities	Opportunity to become involved in a wide range of programs and projects.

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

Print Name

Signature Date

Revised date 4/24/09