Cornell Cooperative Extension Association of ________ County
Volunteer Position Description

Title: Be as specific as possible – ex: “4H Teen Program Coordinator” rather than “4-H Activity Leader.”

Description of Project (or Purpose of Position): whichever is more appropriate for the position. Be brief but capture the essence of how this work will lead to the expected results.

Responsibilities (or Tasks): Use outline form.

Anticipated Audience: Identify if there is potential for ongoing unsupervised contact with minors, individuals over 65, or individuals with disabilities as this is a determination factor on the position requiring a criminal background check.

Expected Results: This statement creates the basis for evaluation. It should enable you and the volunteer to judge the quality of performance and the success of the project.

Training and Support: Include:
- Required orientation
- Required training
- Support or resources available
- Supervisor’s name or title
- Name and title of staff responsible for the project or activity if different from supervisor

Reporting: List expected reports and how often each will be required.

Time Commitment: Include minimum hours per week or month, specific schedule if appropriate and duration of assignment.

Qualifications: Include knowledge, skill, and personal qualities required.

Level of Background screening required: check appropriate box(s)
- Reference Check – Enrolled Volunteers
- Department of Motor Vehicle (DMV) Check – Enrolled Volunteer responsibilities involve transportation of others or use of CCE Association vehicles
- Criminal Background Check – Enrolled Volunteer when responsibilities include unsupervised work with minors, individuals over 65, or individuals with disabilities

Benefits: Include major tangible (ex: enhanced skills) and intangible (ex: helping others achieve a higher quality of life) gains to be expected as a result of this volunteer experience.