



## Volunteer Description Template

### **Title of Volunteer Position**

**Value of Position:** *(think about answering these questions in the description)*

- How will the volunteers' work affect a project's outcome, clients or mission?
- What goals will these volunteers help to achieve? Data is always helpful!
- What has inspired other volunteers to join this role?
- Hook them! Is there anything interesting, quirky, irreverent, interesting, or surprising about this role?

### **Responsibilities:**

- What will the volunteer be doing?
- Say clearly what tasks are associated with this position

### **Skills & Talents:**

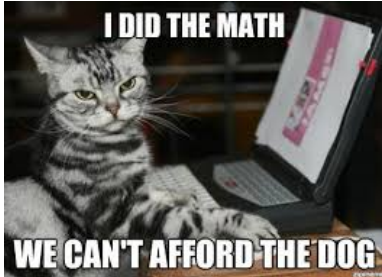
- Be clear and concrete about the qualifications needed to thrive in this role
- Include education or training (if needed), characteristics, and abilities as well as any specific experience required

### **Schedule & Time Commitment**

- Include days of the week, length of individual shifts, and length of overall service requested

**IT – Help Desk - EXAMPLE**  
*a six-month volunteer position*

**Value of this Position:**



We're in the heart of Silicon Valley, and we're ready to take our IT department to a new level of efficiency, collaboration, and innovation. We support all 3 HSSV locations and their staff with software and hardware needs so that they can do their best for the animals. Just last year, we responded to more than 4,000 individuals'

requests for tech support! The Volunteer in this position is a key player in our ability to triage HSSV's basic tech needs AND explore new opportunities to expand the caliber and quality of service to the organization.

**Responsibilities:**

- Troubleshoot computer and technology issues with staff
- Pilot new systems and provide feedback
- Answer questions via phone, email, and in person

**Skills & Talents:**

- Great customer service skills, some might say you have the "the helpful gene"
- Familiarity with cell phone, email, computers and general settings of each
- Intermediate experience troubleshooting on PC and Macs
- Knowledge and skills of networking and/or server skills a plus

**Schedule & Time Commitment:**

- A weekly or bi-weekly schedule for 2 – 3 hours per shift
- Tuesday – Saturday between 10a – 2p