**Volunteer Position Opening (insert position title)[[1]](#footnote-1)**

\_\_\_\_\_ Branch of The Mountaineers, [insert date]

**Title of Position Needed**

**Goal of Position**

*In one or two sentences, explain the position’s purpose to show how this person will be contributing to the mission of The Mountaineers. This is like a vision statement. Include any measurable contributions they would make to the Mountaineers mission.*

**Activities and Responsibilities**

*Describe the position’s obligations in a way that instills a sense of ownership and responsibility. Use clear descriptions of what is essential so people with no interest in the job do not misunderstand the role. Best practice is to make it interesting and challenging. When possible, describe responsibilities in terms of expected outcomes so people have something to look forward to being proud of.*

* Bullet points are good.

**Support and Resources**

*People like knowing who they can go to for help and what tools they will have to do a job. Recruitment is better when this is included.*

**Length of Service/Position**

*Briefly explain how long you anticipate the need for this position and/or the schedule for a person taking it on. If there are regularly scheduled obligations, include them. For example:*

* *Meetings occur… (i.e. Branch Meetings take place…)*
* *Estimated time obligations run between 10-20 hours per \_\_\_.*

**Qualifications Sought**

*Prioritize what you list here and make it sound welcoming, but transparent. If you want a Treasurer, for example, are bookkeeping or communication skills more important for the role this person plays? Ask for what you want in an inviting way.*

*The next thing to do is to* ***dispel any fears*** *that the potential volunteer may have about applying. If they have read this far, they know what is needed and are starting to picture themselves in the role. Now they will think of any reasons to justify their worries!* ***Reassure them*** *about any fears that might arise. This could include information about qualifications (“no previous experience is needed just an interest/enthusiasm for ...”), a reassurance of support in the role (full training is given and volunteers will have ample support from \_\_\_\_”), or include a commitment to inclusive and welcoming working conditions (“We welcome applications from our entire membership”).*

**How to apply**

*An explanation of the process and/or timeline for selection should be included so it is transparent to the applicants.*

To be considered for \_\_\_\_, please provide a letter of interest (?) and a professional resume (?) to \_\_\_\_\_\_\_ by \_\_\_. If you would like to talk to someone who has held the position, feel free to contact \_\_\_ with questions! All members are encouraged to apply!

1. T*his template is designed to help you recruit the best volunteers for the most meaningful work. If you cannot complete this in under 30 minutes, consider the possibility that you have not clarified what it is you want done in sufficient detail – that is a common pitfall. Re-evaluate the work you want done and completing this form should become much easier.*  [↑](#footnote-ref-1)