

Note: Use headings as shown – the *italics* are directions for content and should be removed along with this box.

Remember to attach the Code of Conduct

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.*