

**SAMPLE VOLUNTEER POSITION DESCRIPTION**  
**CHAPTER NAME**

<b>Location</b>	Armed Forces Emergency Services
<b>Position Title</b>	"Get to Know Us Before You Need Us" Volunteer
<b>Purpose</b>	To actively reach out to military families in the community in order to make them aware of the programs and services the American Red Cross offers before they actually need them.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Familiarize various military units in jurisdiction with Red Cross services</li> <li>▪ Present information about Red Cross services to units at mobilization briefs</li> <li>▪ Follow up with military families who have used our services to assess current needs &amp; update them on current chapter activities</li> <li>▪ Solicit support from local businesses, churches, &amp; other organizations for the program</li> </ul>
<b>Relationships</b>	As determined by chapter
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Willingness to support Red Cross Mission</li> <li>▪ Good verbal skills</li> <li>▪ Ability to work with diverse personalities &amp; situations</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>▪ Orientation to American Red Cross</li> <li>▪ Orientation to "Get to Know Us Before You Need Us" program</li> <li>▪ Hands-on training with Red Cross staff</li> </ul>
<b>Appointed by</b>	As determined by chapter
<b>Reports to or Partners with</b>	As determined by chapter
<b>Length of Appointment</b>	As determined by chapter
<b>Time Commitment</b>	As determined by chapter
<b>Development Opportunities</b>	As determined by chapter

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 \_\_\_\_\_