

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

<b>Location</b>	As determined by the chapter
<b>Position Title</b>	Armed Forces Emergency Services Volunteer Coordinator
<b>Purpose</b>	In cooperation with the Chairman and Service Director, provide leadership to plan, organize, direct, coordinate, implement, and evaluate Armed Forces Emergency Services activities
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>▪ Assist in the recruitment , placement, and evaluation of volunteers</li> <li>▪ Assist in the evaluation of the quality and effectiveness of the volunteer program</li> <li>▪ Help identify and provide the ongoing training and developmental needs of the volunteers</li> <li>▪ Promote favorable public relations</li> <li>▪ Maintain accurate and current volunteer records</li> <li>▪ Assist in the recognition of volunteers</li> <li>▪ Attend bi-monthly Volunteer Coordinator meetings</li> <li>▪ Keep the Service Chairman informed</li> <li>▪ Work in conjunction with other Services to help staff all volunteer events and jobs with qualified volunteers</li> </ul>
<b>Relationships</b>	As determined by the chapter
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ Willingness to support Red Cross Mission</li> <li>▪ Effective leadership skills and abilities</li> <li>▪ Good community relationships</li> <li>▪ Ability to recruit and match volunteers to volunteer positions</li> <li>▪ Good organizational skills</li> <li>▪ Computer knowledge preferable</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>▪ Orientation to American Red Cross</li> </ul>
<b>Appointed by</b>	As determined by the chapter
<b>Reports to or Partners with</b>	As determined by the chapter
<b>Length of Appointment</b>	As determined by the chapter
<b>Time Commitment</b>	As determined by the chapter
<b>Development Opportunities</b>	Advancement in Red Cross volunteer corps

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 \_\_\_\_\_