

**SAMPLE VOLUNTEER POSITION DESCRIPTION GUIDELINES
CHAPTER/UNIT NAME**

Location	Chapter office
Position Title	Red Cross Club Intern
Purpose	Red Cross clubs are an opportunity for youth to learn about the value of service. Members of clubs have the opportunity to learn about the Red Cross, learn valuable skills, do service projects and build their school and neighborhood communities.
Key Responsibilities	<ul style="list-style-type: none"> • Researching opportunities for club programs at area schools • Putting together a packet of information about Red Cross clubs for schools, including success stories and reasons to participate • Distributing information to schools and setting up meetings with school principals and/or teachers • Supporting school clubs as they begin to form • Meeting with Y&YAS coordinator to report on progress and brainstorming ideas
Relationships	Youth & Young Adult Services (Y&YAS) Coordinator
Qualifications	<ul style="list-style-type: none"> • Excellent communication skills, including public speaking • Interest in education and/or youth programming • Strong organizational skills and follow through
Training	<ul style="list-style-type: none"> • ARC Volunteer Orientation • Initial and follow up meetings with Y&YAS Coordinator
Appointed by	Youth & Young Adult Services (Y&YAS) Coordinator
Reports to or Partners with	Youth & Young Adult Services (Y&YAS) Coordinator
Length of Appointment	1 year, renewable
Time Commitment	10-20 hours a week, days and times are flexible
Development Opportunities	<ul style="list-style-type: none"> • Experience with public speaking and project implementation • Opportunity to attend and participate in popular community events

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 _____