

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

<b>Location</b>	Chapter office
<b>Position Title</b>	Youth Board President
<b>Purpose</b>	The Youth Board provides young people with meaningful opportunities for leadership development, training and community service.
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Willingness to support Red Cross Mission</li> <li>• Assisting Youth Services Director in overseeing all Youth Board activities</li> <li>• Providing input to Director of Youth Services regarding Chapter youth programs</li> <li>• Planning and directing monthly youth Board Executive Committee meetings. Completing other duties assigned</li> <li>• Attending monthly Board of Directors meetings</li> <li>• Representing Red Cross Youth at all Chapter functions</li> </ul>
<b>Relationships</b>	Director of Youth Services
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Strong leadership skills</li> <li>• Excellent communication skills</li> <li>• Ability to work with diverse groups of people</li> <li>• Minimum 3 years experience as a Red Cross volunteer</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• ARC Volunteer Orientation</li> <li>• Leadership in Action course</li> <li>• Basic Disaster classes including Intro to Disaster, Mass Care, Shelter Operations and Simulation, and Community Disaster Education Presenter's Workshop</li> </ul>
<b>Appointed by</b>	Director of Youth Services
<b>Reports to or Partners with</b>	Director of Youth Services
<b>Length of Appointment</b>	One-year
<b>Time Commitment</b>	Position requires a one-year time commitment. Weekly time commitment will vary depending on current activities. On average, approximately 5 hours per week.
<b>Development Opportunities</b>	<ul style="list-style-type: none"> <li>• Opportunity to work with young people from a variety of backgrounds</li> <li>• Leadership development</li> <li>• Opportunity to work with adult leaders in the community</li> </ul>

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

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Print Name

\_\_\_\_\_

Signature

Date

Revised date \_\_\_\_\_