



The talent will take you there.

EXTERNAL TALENT RECRUITMENT: BUILDING A CLEAR AND ENGAGING VOLUNTEER POSITION DESCRIPTION

Vantage Point believes strong organizations begin with effective governance, management and planning.

By providing cutting edge learning opportunities and resources for not-for-profit leaders, we work with you to seek a more effective way to achieve your mission. Always with a focus on people first. Because people, more than money, are the key to creating the change our communities require.

Vantage Point offers a transformational model of people engagement – a more successful and sustainable way for you to do business. We work with you to attract and engage unlimited talent by building personalized structures and cultures that value people. This toolkit outlines what information to include in a Volunteer Position Description to recruit the right people.

Before you begin any volunteer recruitment process, the first step is a clear description of the skills, experience and expected deliverables you require for each role. Position descriptions improve your chances that the right volunteer with the right skills will apply. They also set clarity around required deliverables, improving successful execution by the volunteer.

In this tool you'll find a Volunteer Position Description template as well as two samples of Vantage Point Position Descriptions we've recently created for actual roles on our external talent team.



VOLUNTEER POSITION DESCRIPTION TEMPLATE:

[YOUR LOGO]

[Position Title]*Volunteer Position Description**[date]***Link to the Mission:**

State the mission of your organization and how this person will contribute to it. Even if your mission is disconnected from the position (i.e. no direct client interaction), all volunteers are connected to the efficiency and thus effectiveness of your organization. Make it clear *why* this role is important to the greater cause.

Qualifications:

- List the experience level
- Specific skill sets, and direct experience
- Personal qualities
- Preferred talents you require for this position
- Include: An interest and commitment to the not-for-profit sector

Time Commitment:

Clearly outline how many hours over what time period you would like the role to last. Be as specific as possible about when and where the hours are to be executed. If you are flexible, highlight your ideal scenario and mention that you have flexibility. Indicate if some of the work can be done from home.

Deliverables:

- Be very specific about the tangible outputs you expect and list them individually.
- Think about this as project planning – outline the steps required for the volunteer to successfully complete the project/role.
- The more specific you are the better chance the right person will apply.
- Specifics give volunteers clarity, just as a clear job description gives your staff clarity to successfully execute their role.

Accountability:

Make sure staff and the volunteer know who the responsible staff person is. Clear lines of communication and accountability are as important with external talent as with salaried employees. This also provides a context for handling potential conflicts.

Benefits & Recognition:

- List what the volunteer will gain – i.e. knowledge of subject area, contact with new people, learning about the voluntary sector, specific development opportunities they will have in this role.
- You might not be paying volunteers with money, BUT you can pay people in other ways. A letter of recommendation, a reference on LinkedIn, opportunities to learn, credit on final materials, and invitations to networking events are good examples of worthy recognition.
- It's also important to identify and focus on each volunteer's unique motivation. You may want to include: At the outset, we will discuss your learning objectives, and keep those in mind throughout your engagement.
- Another example of personal benefits to include: In this position you will have an opportunity to invest in your community, contribute your skills, learn about the NFP sector and meet new people.

How to Apply/Contact:

- Include: If interested, please send your resume (*allows you to assess skills*), and a brief letter outlining your interest (*allows you to assess motivations*) to: name, position, email, phone.
- For certain roles you may also want to ask for examples of previous work i.e. graphic design portfolio, website design examples, writing samples, etc.

VOLUNTEER POSITION DESCRIPTION SAMPLE 1:

Interviewers & Writers

Volunteer Position Description

July 2012

Link to the Mission:

At Vantage Point, we *inspire and build leadership in the voluntary sector*. As part of our role to *inspire*, we actively share success stories of innovative not-for-profit leaders who have transformed how they deliver their missions. We also love to capture stories of organizations that work with knowledge philanthropists (aka highly skilled volunteers) on unique projects that maximize talent to deliver BIG results.

We are currently looking to engage four to five experienced interviewers and writers to create short features profiling Vantage Point program participants. The articles will be featured on our website, blog, external communications, stakeholder reports and potentially online videos. In this role you will capture compelling stories and inspire not-for-profit leaders to re-think how they engage people in their cause.

Qualifications:

- Strong communication skills - both verbal and written.
- Significant creative writing and research/interview skills and experience.
- Ability to craft an interesting, concise, well developed story / feature article.
- Understanding of the voluntary sector and skills-based volunteerism.
- Willingness to receive feedback.
- Ability to meet deadlines.
- An interest in and commitment to the not-for-profit sector

Time Commitment:

Approximately 5-6 hours a month between June 2012 and December 2012 (total of 35 – 42 hours). Hours are highly flexible and can be completed from home on your own schedule.

Deliverables:

- Conduct 10-12, 30 minute interviews by phone with Vantage Point program participants as selected by Vantage Point staff.
- Compile all interview material into a report for Vantage Point.
- From the information gathered during interviews, select 4 -6 interview subjects to develop into feature stories.
- Write clear, concise feature stories highlighting the Vantage Point program participant and a new approach to people engagement (approx. 500 words.)
- Submit draft story to Vantage Point for editing, approval and publishing.
- Draft one of the stories into a video script (optional).

Accountability:

This person will be responsible to the Program Director, [Name].

Benefits:

- At the outset, we will discuss your learning objectives, and keep those in mind throughout your engagement.
- You will learn about the voluntary sector, hear inspiring stories, and meet new people.
- Your contributions will also impact the learning and development of leaders across the not-for-profit sector.

Recognition:

- Vantage Point will provide a letter of recommendation at the successful conclusion of the project, upon request, and serve as a reference if appropriate.
- Opportunities to network with leaders in the community.
- Author acknowledgement on all written pieces.

Contact:

If interested, please send your resume, 2 samples of your work, and a letter outlining your interest to [Name], Program Director, at [email].

VOLUNTEER POSITION DESCRIPTION SAMPLE 2:***Evaluation Evangelist****Volunteer Position Description**July 2012***Link to the Mission:**

Vantage Point inspires and builds leadership in the voluntary sector. We do this through a variety of programs and services that educate and allow not-for-profit organizations to improve the ways in which they engage people. In order to ensure Vantage Point is successfully serving its client base, we are embarking on a process to ensure a coordinated evaluation process is in place for each of our programs and for the organization overall. The Evaluation Evangelist will play a lead role in this initiative.

Qualifications:

- ♣ Evaluation expertise
- ♣ Knowledge of organizational wide evaluation models and/or approaches
- ♣ Strong analytical skills
- ♣ Experience in the voluntary sector, preferred
- ♣ Excellent written and verbal communications skills.
- ♣ An interest in and commitment to the not-for-profit sector

Time Commitment:

Approximately 25 hours over 3 months. Most of the work can be done remotely, from home. In person/phone meetings will be required from time to time.

Deliverables:

- ♣ Conduct an audit of all current evaluation processes/activities
- ♣ Develop common metrics, indicators and data collection methods
- ♣ Evaluate and recommend approaches to ensuring a coordinated approach to program evaluation, which feeds in appropriately to organization-wide evaluation

Accountability:

The Evaluation Evangelist will be accountable to the Associate Executive Director, [Name].

Benefits:

- At the outset, we will discuss your learning objectives, and keep those in mind throughout your engagement.
- Your contributions will also impact the learning and development of leaders across the not-for-profit sector.

Recognition:

VP will provide a letter of recommendation at the successful conclusion of the project, upon request. We are also happy to provide a reference, if appropriate. In this position you will have an opportunity to invest in your community, contribute your skills, learn about the NFP Sector and meet new people.

Contact:

If interested, please send your resume and a letter outlining your interest to [Name], Program Director at [email].

We welcome your feedback!

If you enjoyed this resource, we invite you to engage with Vantage Point and learn more about our programs and services:

- Visit our [Resource Centre](#) for more board development and volunteer engagement resources.
- Experience these tools in action by attending one of our [Learning Opportunities](#).
- Subscribe to our [blog](#) to receive thought-provoking content related to the not-for-profit sector.