

Volunteer Job Description



MV Long Term Recovery Group,
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Objective	Describe the goal of the volunteer project or role and explain how it contributes to our mission.
Skills & Abilities	Include both "hard" skills, such as hanging drywall or framing, and "soft" skills, such as communication. Distinguish between skills that are required for the job and those that are simply "nice to have." <ul style="list-style-type: none">▪ Hard skill example: framing▪ Hard skill: electrical repair, licensed▪ Soft skill: Good communicator, detail oriented
Tasks	Describe exactly what you want the volunteer to do. List specifics. <ul style="list-style-type: none">▪ Example: Repair roof by removing damaged wood & replace.▪ Example: Complete interior repairs of drywall, mudding, painting.
Setting	Describe where the volunteer will work — outdoors, an off-site location, door-to-door in the community. If the setting calls for a uniform or special equipment, mention these as well.
Communication	Explain the communication and frequency the volunteers will receive like weekly check-in calls, daily in person tutorials, contact by email/phone, etc. Who is the point person for this communication?
Schedule & Commitment	Answer common questions: How long will this job last? How many hours per week? Can I determine my own hours? Is the job more time-intensive during certain months of the year? Are date-specific events or project deadlines part of the job?
Training & Supervision	Describe the extent of on-the-job instruction, either formal or informal. Also explain how volunteers get and give feedback on their work.