

## ELEMENTS OF VOLUNTEER JOB DESIGN

### The job:

1. is **needed** by the organization and its clients
2. fits into the overall goals and policies of the organization
3. has specific duties
4. fits the time frame of potential volunteers
5. is supervised by a specific staff member – someone who wants to work with a volunteer
6. does not take over professional duties of paid staff, nor replaces a position currently filled by a staff member
7. has specific policies and procedures that are understood by both staff and volunteers
8. provides volunteers with a sense of satisfaction and a feeling of belonging to the organization
9. provides learning opportunities for volunteers (optional, but usually pertinent)