



Volunteer Request Form

A written role description is the single most important criteria in overall volunteer program delivery. A role description for volunteers is especially necessary. The advantage of written role descriptions is that the duties, expectations, and responsibilities of both the volunteer and organization are outlined clearly. Knowing the requirements of individual volunteer roles in advance simplifies the selection/recruitment and utilization of Master Gardener volunteers.

Written role descriptions challenge an organization to provide Master Gardeners with opportunities to contribute that are both challenging and rewarding. Many individual volunteers and entire volunteer programs are not completely successful, or fail entirely, because relationships were never clearly defined.

Role descriptions are a starting point for discussing volunteer involvement, not a predetermined, inflexible list of responsibilities! Volunteers involved will be in the description-designing process, and in the on-going review process.

Some key considerations for role descriptions include:

1. Is the role needed?
2. Is the task reasonable?
3. Is the task clear enough to be understood?
4. Are duties and responsibilities clear?
5. What resources are available for this assignment?
6. Who will be the supervisor?
7. How long will the role last?
8. What qualifications are required for the role?
9. How will the role be evaluated?
10. How detailed should the role description be? Usually the more complex the job, the less detailed the role description.
11. What are the benefits to the volunteer?
12. What are your true expectations from this role?

Volunteer role descriptions may vary considerably in format and length but should include certain basic information:

1. The specific volunteer **ROLE TITLE** should be identified.
2. The **GENERAL PURPOSE** of the volunteer role should be stated broadly.
3. Followed by **SPECIFIC RESPONSIBILITIES** described in greater detail.
4. The **SKILLS/KNOWLEDGE NEEDED** by the volunteer should be identified clearly.
5. Estimate the **TIME REQUIRED** (both in preparation time and actual involvement time).
6. List any **RESOURCES AVAILABLE** (materials, resources available, training, etc.) as part of the volunteer role.
7. List the **BENEFITS TO THE VOLUNTEER**.
8. Identify the **EXPECTATIONS** you have for this role...the expected results.
9. Finally, and yet perhaps most importantly, the **CONTACT PERSON**, the mentor or supervising volunteer or paid staff who will evaluate the volunteer should be identified.

[adapted from Winnebago Co. UWEX and 4-H Youth Development]



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An EEO/Affirmative Action employer, University of Wisconsin Extension provides equal opportunities in employment and programming including Title IX requirements. Please make request for reasonable accommodations to ensure equal access to educational programs as early as possible preceding the scheduled program, service or activity. Updated:02/02/12



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Role Description Worksheet

Name of Organization:

Is this non-profit? Yes No

County of Project:

Contact Person:

Phone:

Address:

City:

State:

Zip Code:

Email:

A role description is vital to your program's success, and to the development of Master Gardeners who might otherwise miss some essential opportunities. Use this sheet to develop a role description for the volunteer position.

1. Title:

2. Purpose:

3. Responsibilities or Duties:

4. Skills/Knowledge Needed:

5. Time Required:

6. Resources Available:

7. Benefits to Volunteer:



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8. Expectations Resulting From This Project: