

Define the Volunteer or Employee Role

Defining roles and setting expectations increases your likelihood of success. For employees and volunteers, this means writing accurate and detailed position descriptions. For consultants (considered independent contractors), this means spelling out the scope of work, terms of engagement and contract.

A position description details the duties, responsibilities and expectations of a specific role. It is the foundation for recruiting and hiring. Position descriptions can be specific to a single role or cover multiple people doing the same work. Typical components include: title; responsibilities and duties; deliverables; qualifications; compensation and benefits (if applicable); reporting structure; hours and work location; and information about the organization. Add enough detail in the position description to appeal to the encore demographic.

- **Organization:**
- **Date Posted:**
- **Location:**
- **Type of Position:** (e.g. Paid Full/Part time; Volunteer)
- **Title:** Design captivating titles (example: *Team Captain* might appeal more than *Committee Chair*).
- **Job Responsibilities:** Be specific and help applicants see themselves in the role.
- **Sustained Outcomes:** Explain the benefits to those you serve. (e.g., who are helped by your organization and how).
- **Impact:** Show how the position connects with mission. (How does the position fit into the big picture?)
- **Training:** Highlight training and skill development.
- **Qualifications:** Be direct about needed qualifications, and consider transferable skills.
- **Work Schedule:** (e.g., M-F, weekends, evenings, hours. Etc.)
- **Personal Benefits:** Describe benefits for the volunteer/employee (e.g., connecting with people, learning new skills).
- **How/Who to contact at organization:** (i.e. what are next steps for person to contact the organization about the position?)