

# VOLUNTEER JOB DESCRIPTION

Please complete the information below to create your own Volunteer Job Description.  
(For help, please refer to the example provided on the following page.)

**Title / Position:**

**Supervisor:**

**Worksite** (e.g., office, field, home):

**Start Date** (if any):

**Number of Volunteers Required:**

## ABOUT YOUR ORGANIZATION

**Name of organization:**

**Legal status:**

**Target Beneficiaries:**

**Mission:**

**Main Activities**

## POSITION DESCRIPTION *(please describe the Volunteer's works/assignment at your organization)*

**Goal of this Volunteer position:**

**Brief description of work to be performed:**

**Sample list of Volunteer activities:**

- 1.
- 2.
- 3.
- 4.

## TIMEFRAME

**Length of commitment:**

**Estimated total hours:**

**Preferred schedule:**

## QUALIFICATIONS SOUGHT *(Please include both skills and attributes required to perform the work and any attributes that may disqualify an applicant.)*

- 1.
- 2.
- 3.
- 4.

## BENEFITS TO THE VOLUNTEER *(Please indicate if there are any Volunteer benefits, such as a stipend for transportation costs, volunteer recognition day, coffee/tea, etc.)*

- 1.
- 2.

# SAMPLE VOLUNTEER JOB DESCRIPTION

<b>Title / Position:</b>	Marketing Volunteer
<b>Supervisor:</b>	Director
<b>Worksite</b> (e.g., office, field, home):	At the project site, which is located in District X, HCMC
<b>Start Date</b> (if any):	As soon as possible
<b>Number of Volunteers Required:</b>	1

## ABOUT YOUR ORGANIZATION

*We are a local non-governmental organization that seeks to provide support and care for street children in Ho Chi Minh City to help improve their quality of life. Our target clients include children under the age of 18 who are living and/or working on the streets. For these children, we offer education, medical care, consulting and referral services free of charge. Our programs are offered on a daily basis, from 8am to 5pm, Monday to Saturday.*

## POSITION DESCRIPTION

### Goal of this Volunteer position:

To improve our current marketing strategy in order to attract more target beneficiaries to take advantage of our existing services.

### Brief description of work to be performed:

To review the existing marketing strategy, to research alternative approaches and make recommendations to the management team for implementation.

### Sample list of Volunteer activities:

1. Review current and past marketing materials.
2. Interview stakeholders (e.g. Staff, Volunteers, Advisors, Beneficiaries) about challenges and opportunities in marketing to the target group.
3. Recommend alternative marketing strategy and/or materials.
4. Provide on-going support to the team as they implement approved recommendations.

## TIMEFRAME

<b>Length of commitment:</b>	6 months
<b>Estimated total hours:</b>	8 to 16 hours per month
<b>Preferred schedule:</b>	Mon, Wed, after 5pm

## QUALIFICATIONS SOUGHT

1. Currently employed, full-time or free lance.
2. A university degree and minimum three years work experience in marketing and/or communication.
3. Enthusiasm for children and poverty alleviation in Vietnam.
4. Ability to work independently and facilitate regular communication with the NPO team.
5. Ability to effectively network with a diverse range of organizations.
6. Demonstrated ability to coach, mentor and motivate staff and partners.

## BENEFITS TO THE VOLUNTEER

1. Daily coffee and tea, as well as water, are available to Volunteers, free of charge.
2. Volunteers are invited to participate in all organization-wide activities.