

## **Bad vs. Good Volunteer Job Titles**

While job titles should remain as clear and honest as possible, sometimes adding a little pizzazz to your job title can make it stand out from the others and get that volunteer to click on your job title! No one wants to sift through 100 volunteer opportunities that simply say “Office Assistant” so add some zest or prestige to your job title. You can always use the description to add in keywords like “Office Assistant” so they still show up in searches.

<b>Bad</b>	<b>Good</b>
Administrative Assistant	Administrative Superstar
Usher	Docent
Outreach Liaison	Ambassador
Receptionist	Front Desk Specialist
General Office Volunteer	Assistant Office Manager
Gardener	Plant Patrol
Aide	Program Assistant
Cook	Culinary Artist
Envelope Stuffer	Fundraising Assistant
Clerk	Data Specialist