

Opportunity Description (Bad Example)

Opportunity: Volunteer Receptionist

Reports to: Joe Shmo, Volunteer Director

Overview of position: Answer phones, take messages

Specific Tasks:

1. Answer Phones
2. Redirect Calls
3. Take Messages
4. _____
5. _____

Time Required: 1-5 days a week

Qualifications: Must be able to answer phones and take messages

Physical/Age Requirements Must be over the age of 18

Skills/Education: No skills or education required

Experience: No experience necessary

Training Required: Someone will show you how to use the phones when you get here.

Other _____

Benefits to the Volunteer: This will get you out of the house for a couple hours a week.

drafted by _____ **date** _____

Opportunity Description (Good Example)

Opportunity: ESL Teacher Needed in the Vietnamese Community

Reports to: Jane Doe, Advocacy Program Director

Overview of position: Help break down cultural barriers between Vietnamese speaking and English speaking neighbors. We need someone who can teach a class the basics of English conversation to help build community and give people access to opportunities.

Specific Tasks:

- 6. Teach a 1 hour English class on Monday evenings from 6-7PM.
- 7. Develop lesson plans and English language learning exercises
- 8. _____
- 9. _____
- 10. _____

Time Required: 6-7PM on Monday evenings as well as at least two hours of planning and preparation a week. Also, instructors will be asked to schedule a half hour meeting with the Advocacy Program Director every two weeks to check in and see if any support or resources are needed.

Qualifications: Must be bilingual in English/Vietnamese

Physical/Age Requirements: Teacher must be at least 18 years of age.

Skills/Education:

Experience: Experience teaching ESL preferred but not required

Training Required: There will be a two hour training session to orient volunteers to the community s/he will be working in as well as to provide a crash course on teaching English to non-native speakers for those without prior experience.

Other _____

Benefits to the Volunteer: Volunteers will be welcomed into the Vietnamese community and learn the culture and heritage of Vietnam. Besides all the delicious food the volunteer is sure to eat, long term friends and memories are sure to be made and much fun will be had. Also, the job development training you receive during this job can lead to future job opportunities. Finally, this opportunity can be as much as make it!

drafted by _____ **date** _____