

## Volunteer Job Description

**Purpose of form:** To inform volunteers of the expectations and duties of various volunteer roles.

**Reason for form:** Chapter 7, guideline 1 of the *National Youth Court Guidelines* state that job descriptions should be developed for all volunteer roles. The job description should outline the major responsibilities and tasks for the position so volunteers will know what is expected of them. Providing volunteers with clear and written expectations assists staff in managing the work of volunteers and can also decrease the likelihood of volunteer misconduct.

### **Suggested ways to use the form:**

- Review sample format and determine if any modifications need to be made to the form to meet program needs.
- Complete all sections of the form for each volunteer job role – adult and youth volunteer positions.
- For active youth courts, get input from current volunteers on what should be included in the volunteer job description. Those who are currently performing the roles are in the best positions to help staff define the duties and responsibilities in writing.
- Provide a copy of the volunteer job descriptions to all volunteers. They will benefit from having a copy of their description, but may also find it interesting to know the duties and responsibilities of other positions – especially if they are interested in changing or being cross-trained in other roles.
- Place a date of revision on the job description and review and update on a yearly basis.

**[Insert Program Name]**  
**[Insert Program Contact Information]**

**Volunteer Job Description**

**Volunteer Title:**

**Duties/Responsibilities:**

**Expected Outcomes for Volunteers:**

**Qualifications:**

**Training:**

**Responsible to:**

**Time required:**

**Length of time commitment:**

**Revised [insert date]**

## Sample Volunteer Job Description

### **Volunteer Title:**

Youth Volunteer Prosecuting Attorney

### **Duties/Responsibilities:**

- Review facts of assigned cases with the Youth Court Coordinator.
- Discussing the respondent's case with the youth defense attorney.
- Ensure that victims have been notified of the hearing and have been given the opportunity to provide impact information.
- Review victim impact information
- Interview and prepare victims/witnesses for the community
- Prepare opening and closing statements
- Prepare direct and cross examination.
- Make recommendation regarding the most fair, constructive, and restorative sentence for respondent based on information provided by the respondent, respondent's family, victims, and community

### **Expected Outcomes:**

- Enhanced public speaking skills.
- Better critical thinking and listening skills.
- Valued service to the community.

### **Qualifications:**

Applicant must be enrolled as a full-time student in a secondary school in the county school district.

### **Training:**

Applicant must complete the pre-service volunteer training program and participate in at least two mock youth court hearings.

### **Responsible to:**

Teen court coordinator or designated adult volunteer

### **Time required:**

Approximately 10 hours of pre-service training, with occasional requirements for in-service training.

Hearings are held on the second and third Tuesday evening of each month. Attorneys must arrive at 5:30 p.m. and stay until last assigned case is heard.

Attorneys also should commit to approximately 1-2 hours of preparation time for each case to be conducted at their convenience.

### **Length of time commitment:**

Program runs year round. Volunteers unable to commit to being available year round due to scheduling conflicts should inform youth court coordinator of personal availability.

**Revised 04/04**