



Mission Statement:

Provide homeless veterans with the environment, tools, and support they need to transition to independent, sustainable, substance-free, purposeful lives.

Vision Statement:

End veteran homelessness through a coordinated network of resources and services.

Volunteer Job Description

Volunteer name	<i>Full name</i>	Position title	<i>Volunteer public speaker</i>
Direct supervisor	<i>Full name</i>	Position title	<i>Marketing director</i>
Volunteer coordinator	<i>Full name</i>		

Organization mission
Volunteers want to know your mandate. State the basic idea of your work in one memorable sentence. <i>For example: We help unemployed people become self-employed and successful entrepreneurs.</i>
Project or position
Describe the goal of the volunteer project or position and explain how it contributes to your mission. <i>For example: Volunteer public speaker to promote our organization to the general public and key constituents — staff members, donors, educators, employment agencies, social service providers and other nonprofits.</i>
Tasks

Describe exactly what you want the volunteer to do. List specific, observable behaviors.

For example:

- *Respond to speaking requests from our volunteer coordinator.*
- *Make presentations (online and in person) that clearly explain our programs and vividly describe the outcomes we produce.*
- *Distribute promotional materials at live speaking events.*
- *Report in writing to our volunteer coordinator: the number of people attending each event, audience feedback and any contacts and client referrals.*

Skills

Include both "hard" skills, such as website development, and "soft" skills, such as writing and public speaking. Distinguish between skills that are required for the job and those that are simply "nice to have."

For example:

- *Demonstrated experience with speaking to diverse audiences of various sizes*
- *Basic computer skills, including use of email and presentation software*
- *The ability to inform and inspire audiences*
- *Willingness to speak on an as-needed basis*
- *Willingness to learn from audience and staff evaluations*
- *Punctuality and reliability*

Setting

Describe where the volunteer will work — outdoors, your main office, an off-site location, door-to-door in the community. If the setting calls for a uniform or special equipment, mention these as well.

For example: Volunteer public speakers make unpaid presentations in public venues (such as libraries and classrooms) and private venues (such as conference centers and corporate meetings).

Schedule

Answer common questions: How long will this job last? How many hours per week? Can I determine my own hours? Is the job more time-intensive during certain months of the year? Are date-specific events or project deadlines part of the job?

For example: Volunteer public speakers work on an as-needed basis as their personal schedules allow. To stay current with programs and services, we require volunteer public speakers to make at least two presentations each year. We also ask (but don't require) that speakers commit to work with our organization for at least one year.

Training and supervision

Describe the extent of on-the-job instruction, either formal or informal. Also explain how volunteers get feedback on their performance.

For example: We provide materials about our organization, a two-hour orientation to our programs and a two-hour training session on use of online presentation software. Volunteer public speakers make one or two "practice" presentations to our staff before appearing to outside groups. Our volunteer coordinator gives speakers informal and written feedback, including audience evaluations and comments from staff members who attend presentations.

Screening

If you'll do a background check on the volunteer, mention this up front.

For example: Volunteers are subject to a criminal background check.

Volunteer and management agreement and signatures

This volunteer job description has been approved by the volunteer and all appropriate management staff.

Volunteer signature		Date	
Direct supervisor signature		Date	
Volunteer coordinator signature		Date	

| [The Veterans' Place, Inc.](#)

Signature:

Lucas J. Herring

Board President
May 15th, 2025