

**VOLUNTEER POSITION DESCRIPTION TEMPLATE**  
**CHAPTER/UNIT NAME**

<b>Position Title</b>	<b>Records Chairman, SAF</b>
<b>Location</b>	
<b>FOCIS Category</b>	<b>Please Select One</b>
<b>Volunteer Availability (check all that apply for position)</b>	
<input checked="" type="checkbox"/> <b>Volunteer in the office</b> <span style="margin-left: 200px;"><input checked="" type="checkbox"/> <b>Volunteer from home</b></span>	
<input checked="" type="checkbox"/> <b>During business hours (daytime, M-F)</b> <span style="margin-left: 200px;"><input checked="" type="checkbox"/> <b>On weekends and/or evenings</b></span>	
<input type="checkbox"/> <b>Only during a large disaster response</b> <span style="margin-left: 200px;"><input checked="" type="checkbox"/> <b>Flexible</b></span>	
<input type="checkbox"/> <b>Respond to disasters that happen every day (these shifts are typically all night and/or all weekend)</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>Project-Based</b></span>	
<b>Volunteer Interests (check all that apply for this position)</b>	
<input type="checkbox"/> <b>Respond to disasters</b> <span style="margin-left: 100px;"><input type="checkbox"/> <b>Interact directly with clients</b></span> <span style="margin-left: 100px;"><input checked="" type="checkbox"/> <b>Work independently</b></span>	
<input checked="" type="checkbox"/> <b>Teach &amp; train others</b> <span style="margin-left: 100px;"><input type="checkbox"/> <b>Prepare community</b></span> <span style="margin-left: 100px;"><input type="checkbox"/> <b>Work with a team</b></span>	
<input checked="" type="checkbox"/> <b>Support the military</b> <span style="margin-left: 100px;"><input checked="" type="checkbox"/> <b>Work with technology</b></span> <span style="margin-left: 100px;"><input type="checkbox"/> <b>Lead a team</b></span>	
<input type="checkbox"/> <b>Work with logistics</b> <span style="margin-left: 100px;"><input type="checkbox"/> <b>Help with special events</b></span> <span style="margin-left: 100px;"><input type="checkbox"/> <b>Interact with the media</b></span>	
<input type="checkbox"/> <b>Be out in the community</b> <span style="margin-left: 100px;"><input type="checkbox"/> <b>Work with government partners</b></span> <span style="margin-left: 100px;"><input checked="" type="checkbox"/> <b>Apply a specialized skill</b></span>	
<input checked="" type="checkbox"/> <b>Offer administrative support</b> <span style="margin-left: 100px;"><input checked="" type="checkbox"/> <b>Work with numbers/data</b></span> <span style="margin-left: 100px;"><input type="checkbox"/> <b>Place/manage volunteers</b></span>	
<input type="checkbox"/> <b>Fundraising</b>	
<b>Volunteer Benefits (check all that apply for this position)</b>	
<input checked="" type="checkbox"/> <b>Meet new people</b> <span style="margin-left: 200px;"><input checked="" type="checkbox"/> <b>Give back to others</b></span>	
<input checked="" type="checkbox"/> <b>Build resume</b> <span style="margin-left: 200px;"><input checked="" type="checkbox"/> <b>Have fun</b></span>	
<input checked="" type="checkbox"/> <b>Learn new skills</b> <span style="margin-left: 200px;"><input checked="" type="checkbox"/> <b>Explore a career</b></span>	
<input type="checkbox"/> <b>Gain leadership experience</b> <span style="margin-left: 200px;"><input type="checkbox"/> <b>Get to know the community</b></span>	
<b>Purpose</b>	<b>To provide American Red Cross assistance with maintaining records</b>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• <b>Support Red Cross Mission</b></li> <li>• <b>Insure volunteer hours are accurate, current, filed and databased</b></li> <li>• <b>Provide support to all volunteer recognition activities (ex: provide ACS or IVC with volunteer hours for Installation awards programs)</b></li> <li>• <b>Participate in planning the annual volunteer recognition</b></li> <li>• <b>Attend Advisory Council Meetings</b></li> </ul>
<b>Relationships</b>	<b>Station Manager, Station Chairman, Chairman of Volunteers, all Station volunteer chairmen and Installation Volunteer Manager or Coordinator</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• <b>American Red Cross Orientation</b></li> <li>• <b>American Red Cross Background Check</b></li> <li>• <b>Knowledge of American Red Cross Retention Guidelines for files</b></li> <li>• <b>Administrative and/or clerical experience a plus</b></li> <li>• <b>Strong computer skills</b></li> </ul>

**VOLUNTEER POSITION DESCRIPTION TEMPLATE  
CHAPTER/UNIT NAME**

	<ul style="list-style-type: none"> <li>Excellent communication skills, written and oral</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>Orientation to American Red Cross</li> </ul>
<b>Appointed by</b>	Station Chairman or Chairman of Volunteers. In the absence of Station Chairman, the Chairman of Volunteers appoints.
<b>Reports to or Partners with</b>	Reports to immediate supervisor, partners with Station Management team.
<b>Length of Appointment</b>	One (1) year, renewable each year with a maximum of three consecutive one year terms per location
<b>Time Commitment</b>	Flexible with a scheduled commitment. Weekly hours will vary.
<b>Development Opportunities</b>	<ul style="list-style-type: none"> <li>Attend workshops applicable to training with ARC and local agencies</li> </ul>

I understand the responsibilities and qualifications of this position, and agree to fulfill them to the best of my ability.

\_\_\_\_\_

Print Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

Revised date \_\_\_\_\_