

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

<b>Position Title</b>	Youth Chairman	
<b>Location</b>		
<b>FOCIS Category</b>	Please Select One	
<b>Volunteer Availability (check all that apply for position)</b>		
<input checked="" type="checkbox"/> Volunteer in the office	<input type="checkbox"/> Volunteer from home	
<input checked="" type="checkbox"/> During business hours (daytime, M-F)	<input checked="" type="checkbox"/> On weekends and/or evenings	
<input type="checkbox"/> Only during a large disaster response	<input checked="" type="checkbox"/> Flexible	
	<input type="checkbox"/> Project-Based	
<input type="checkbox"/> Respond to disasters that happen every day (these shifts are typically all night and/or all weekend)		
<b>Volunteer Interests (check all that apply for this position)</b>		
<input type="checkbox"/> Respond to disasters	<input checked="" type="checkbox"/> Interact directly with clients	<input type="checkbox"/> Work independently
<input checked="" type="checkbox"/> Teach & train others	<input type="checkbox"/> Prepare community	<input checked="" type="checkbox"/> Work with a team
<input type="checkbox"/> Support the military	<input type="checkbox"/> Work with technology	<input checked="" type="checkbox"/> Lead a team
<input type="checkbox"/> Work with logistics	<input checked="" type="checkbox"/> Help with special events	<input type="checkbox"/> Interact with the media
<input checked="" type="checkbox"/> Be out in the community	<input type="checkbox"/> Work with government partners	<input type="checkbox"/> Apply a specialized skill
<input type="checkbox"/> Offer administrative support	<input type="checkbox"/> Work with numbers/data	<input checked="" type="checkbox"/> Place/manage volunteers
<input checked="" type="checkbox"/> Fundraising		
<b>Volunteer Benefits (check all that apply for this position)</b>		
<input checked="" type="checkbox"/> Meet new people	<input checked="" type="checkbox"/> Give back to others	
<input checked="" type="checkbox"/> Build resume	<input checked="" type="checkbox"/> Have fun	
<input checked="" type="checkbox"/> Learn new skills	<input checked="" type="checkbox"/> Explore a career	
<input checked="" type="checkbox"/> Gain leadership experience	<input checked="" type="checkbox"/> Get to know the community	
<b>Purpose</b>	To provide supervision to all ARC Youth Service Volunteer Leader and Coordinators who supervise ARC youth in the Hospital, Schools and Summer Youth Program	
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Support Red Cross Mission</li> <li>• Ensure youth volunteers complete the National Volunteer Orientation process and requirements</li> <li>• Ensure that all ARC youth volunteers are uniformed</li> <li>• Ensure youth volunteers hours are tracked</li> <li>• Report youth volunteer hours to American Red Cross office monthly</li> <li>• Participate in volunteer recognition activities</li> <li>• Attend Advisory Council meetings</li> </ul>	
<b>Relationships</b>	Station Manager, Station Chairman. Chairman of Volunteers, Hospital Chairman, Assistant Station Manager, Installation Volunteer Coordinator, and Teacher Sponsor and Area Supervisors where youth are placed.	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• American Red Cross Orientation</li> </ul>	

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	<ul style="list-style-type: none"> <li>• American Red Cross Background Check</li> <li>• Knowledge of commitment from American Red Cross to the youth program</li> <li>• Knowledge of military protocol</li> <li>• Must have knowledge of youth volunteer guidelines</li> <li>• Administrative and or management background</li> <li>• Basic computer skills</li> <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>	Appointments for 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 Red Cross and local Military agencies</li> <li>• Gain on the job experience</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 \_\_\_\_\_