



# LUTHERAN YOUNG ADULT CORPS VOLUNTEER POSITION DESCRIPTION

The information in this template will be used to help Lutheran Young Adult Corps staff match your agency with a qualified participant for the volunteer service position. When filling this out, please keep in mind the following:

- Your participant will receive this with their placement. Please submit an updated version should the volunteer position change.
- Please use this template and not another position description. This helps us in the placement process.
- Participants are not to displace current employees or volunteers. The position descriptions should demonstrate how Corps participants enhance the mission of an agency alongside current staff.
- Participants are not trained church workers and so should not be responsible for areas of ministry reserved for Pastors or Commissioned Ministers.

10 week    10 month      How many participants?    1    2

Position title: \_\_\_\_\_

Community partner name: \_\_\_\_\_

Community partner address: \_\_\_\_\_

Community partner website: \_\_\_\_\_

Supervisor name: \_\_\_\_\_

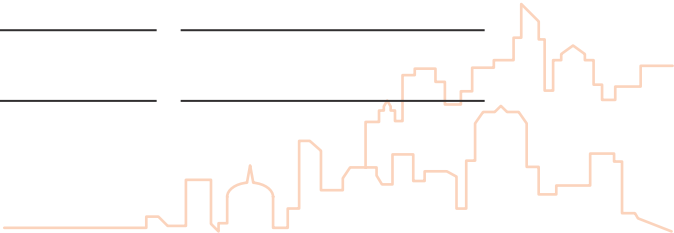
Supervisor phone: \_\_\_\_\_

Supervisor email: \_\_\_\_\_

Brief position description:

*Please specify typical service days and hours:*

Sunday	Monday	Tuesday	Wednesday
_____	_____	_____	_____
_____	_____	_____	_____
Thursday	Friday	Saturday	Average hours per week
_____	_____	_____	_____
_____	_____	_____	_____



**POSITION DUTIES**

% OF TIME	TASK
<b>Essential tasks</b> • <i>the tasks or duties fundamental and critical to the performance of this position</i>	
_____	_____
_____	_____
_____	_____
_____	_____
<b>Marginal tasks</b> • <i>those activities that are seldom or intermittently performed. The position does not exist to perform these tasks and their removal would not fundamentally alter the nature, purpose or result of the essential tasks.</i>	
_____	_____
_____	_____
_____	_____
_____	_____
<b>100%</b>	<b>Total of essential and marginal tasks must equal 100%.</b>

Are a driver’s license and the ability to operate a vehicle required to perform the essential functions of the position?

Yes  No

Language requirements/preferences (other than English): \_\_\_\_\_

**Limited:**  Preferred  Required      **Proficient:**  Preferred  Required      **Fluent:**  Preferred  Required

Size of staff at church/organization    \_\_\_\_\_full time    \_\_\_\_\_part time

Education, experience, qualities or specialized training requirements:

Education, experience, qualities or specialized training that is helpful, but not required:

Special conditions or service (if any) such as walking long distances, lifting, carrying, etc.: