Defining Partnership Volunteer Positions

The absorption of volunteers in an organization is based on the understanding that volunteers contribute their spare time to the organization. Therefore, it is the function of the director of volunteers to create challenging positions/functions that give the volunteers the power to get things done, and will have meaning for the volunteers being absorbed into the organization. It is worth mentioning that a challenging position and a measure of independence in the position contribute a great deal to the sense of satisfaction of the volunteers and thus to retaining them.

A volunteer position must be designed to create motivation. In other words, it should present challenging yet achievable goals, which offer a sense of meaning and responsibility as well as provide the volunteer with a measure of independence on how to implement his/her function. It should be possible to measure progress and success in the position and to draw conclusions.

The definition of the position provides the volunteer with information on what is expected of him and the ways in which the function can be fulfilled in an efficient and meaningful manner. A defined position assists in the process of managing volunteers in the Partnership—starting from the recruitment and selection of volunteers for the various positions to the processes of support and retention and ending with the evaluation process for volunteers. For the Partnership, the proper definition of a volunteer’s position sends a message of professionalism and stresses the importance of volunteers within its ranks.

What Does the Definition of a Position Include?

The definition of a position involves understanding the needs and goals of the Partnership, the needs of the Partnership’s customers and the needs of the potential volunteer. It makes clear to the volunteer the goals of the position and its demands, the Partnership’s expectations and the framework of volunteer activity.

The process of defining the position is dependent upon the type of position and therefore each definition is likely to include different components in accordance with the characteristics of the position and the potential volunteer who is suited to it. As a result, we will see different components in the definition of a position of volunteer leadership than in the definitions of positions for volunteers in the field.

In general, the definition of a position will likely to include the following components:

<table>
<thead>
<tr>
<th>Title</th>
<th>An interesting and attractive name for the volunteer position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Objectives</td>
<td>A clear definition of the objectives of the position</td>
</tr>
<tr>
<td>Tasks Required to Achieve the Objectives</td>
<td>List of the tasks to be carried out by the volunteer in order to achieve the objectives of the position. The tasks should be classified only as suggestions and should be of a general nature, and the volunteer should be allowed to help define the tasks.</td>
</tr>
<tr>
<td>Authority of the Volunteer</td>
<td>Description of the volunteer’s authority and limits on that authority within the framework of the position</td>
</tr>
<tr>
<td>Time Framework</td>
<td>The time required to carry out the tasks (hours per week or other period; total duration of the volunteer activity)</td>
</tr>
<tr>
<td>Requirements of the Position</td>
<td>Definition of required background, professional experience, skills and personal characteristics</td>
</tr>
<tr>
<td>Guidance and Supervision</td>
<td>Processes for training, guidance, instruction and evaluation, Designation of the person who will provide support and supervision of the volunteer</td>
</tr>
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<td>--------------------------</td>
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<tr>
<td>Compensation</td>
<td>A system of compensation provided to the volunteer, such as training, fun days, professional courses, etc.</td>
</tr>
<tr>
<td>Evaluation</td>
<td>Evaluation of the volunteer’s performance and definition of measures of success in the position</td>
</tr>
<tr>
<td>Accompanying Conditions</td>
<td>Reimbursement of travel expenses, financing of trips abroad</td>
</tr>
</tbody>
</table>

The written definition of the function obligates both the Partnership and the volunteer. It makes clear the expectations of each side, the mutual demands and sets out a clearly delineated framework for the position while leaving room for the volunteer to express himself in the function. The definition should be flexible and should allow for changes and modifications in accordance with the needs of the Partnership or those of the volunteer who will be recruited to fill the position. It should be remembered that in some cases, volunteers arrive with additional skills that make it possible for the Partnership to expand the position into other areas.

The structured definition of a position makes it possible to formulate and define the profile of the optimal volunteer in accordance with the requirement of the defined position.
**Tool: A Form for Defining Partnership Volunteer Positions**

**Partnership2Gether Volunteer Position**

Name of Position _________________________________________

Objectives of the Position

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Tasks Required to Achieve the Objectives

1. ___________________________________________ 4. ___________________ _______________
2. ___________________________________________ 5. ___________________ _______________
3. ___________________________________________ 6. ___________________ _______________

The time required to carry out the tasks (hours per week or some other time period; total duration of the volunteer activity):

__________________________________________________________________________________

Required Skills and Talents

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Guidance, training courses, support and monitoring within the framework of the position:

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Who is directly responsible for the volunteer?

__________________________________________________________________________________

Who carries out the evaluation? ________________ On what dates? _________________________

Authority of the Volunteer

__________________________________________________________________________________
__________________________________________________________________________________
__________________________________________________________________________________

Accompanying Conditions

- Scholarship: ________________________________
- Reimbursement of travel expenses: ________________
- Other ________________________________
Examples of Defined Partnership Volunteer Positions

Example Position: Chairperson of the Partnership

**Name of Position**
Chairperson of the Partnership2Gether Steering Committee

**Objectives of the Position**
Leadership of the Partnership Steering Committee in the decision-making process regarding the types of activity, the allocation of the budget among the programs and advancing the issues derived from the Partnership’s vision and its strategic directions.

**Role Description**
- Delineating the general policy of the Partnership and determining its strategic goals in harmony with the objectives of the Federation and those of the Jewish Agency; all hand-in-hand with the Partnership Steering Committee.
- Recruiting of prominent volunteers to advance the activity of the Partnership
- Resource development for the Partnership
- Reviewing reports from the subcommittees regarding the areas of their activity as well as the implementation of projects under their supervision.
- Maintaining constant communication with the relevant colleagues: the Partnership director; the co-chairperson of the partner community; the chairpersons of the subcommittees; community representatives; the mayor/head of regional council and Federation representatives.
- Representing the Partnership to both internal and external bodies.
- Creating new alliances and initiatives and expanding the circle of participants in Partnership activities both in Israel and abroad.
- Convoking the local Steering Committee according to necessity several times a year and the Joint Steering Committee for an annual meeting.
- A joint responsibility together with the co-chairperson of the Partnership in the partner community.
- Participate in Partnership regional meetings and Jewish Agency functions as needed.

**Term**
The term of the chairperson of the Steering Committee is two years, with the possibility of an extension for an additional two years.

**Role Requirements**
A prominent public figure from within the local community; a philanthropist; involved in the community and an active volunteer; committed to strengthening the relations between Israel and the Jewish World; committed to the values of the Partnership and the manner it operates; influential in the local and national community.

**Personal Characteristics**
Charismatic, possesses leadership abilities, excellent interpersonal skills.

**Preferred Skills**
A high level of command of the English language, a background in management, potential for developing alliances.

**The time required to carry out the tasks** (hours per week or some other time period; total
duration of the volunteer activity) Convening of the Steering Committee at least twice annually. Working meetings once every two months with the chairmen of the subcommittees. Regular meetings with the Director of the Partnership once a month.

**Authority of the Volunteer**

- Decide on the termination of activity of a subcommittee if it is no longer relevant to the Partnership’s direction
- Approve projects for implementation on the basis of recommendations from the subcommittees
- Involvement in the selection and appointment of members of the Steering Committee

**Support and Supervision**

The selection of the Chairperson will take place at least six months before he takes over the position in order have sufficient time for training and exposing him to the activity of the Partnership. The framework for training, enrichment and guidance will be the responsibility of the Partnership2Gether headquarters of the Jewish Agency.

**Compensation**

Compensation from the Partnership2Gether headquarters and from the Partnership.

Examples: Travel abroad; creation of business and other types of connections; belonging to a peer group who lead and influence; ability to change the character of the local community.

**Measures of Success**

- Development and implementation of new projects.
- Increasing the financial and human resources available to the Partnership.
- Creation of new alliances: both inside and outside of the Partnership.
- Implementation of the Partnership’s work plan.
- The level of satisfaction among members of the Steering Committee.

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**Example Position: Subcommittee Chairperson**

**Name of Position**

Chairperson of a Jewish Agency Partnership2Gether Subcommittee

**Objectives of Position**

Advancement of issues based on the vision and strategic directions of the Partnership.

**The tasks required in order to achieve the objectives**

- To lead the subcommittee in carrying out the policy of the Steering Committee in the areas of responsibility relevant to the specific subcommittee.
- To initiate, evaluate and supervise the implementation of projects and programs in the subcommittee’s areas of responsibility and to recommend to the Steering Committee whether to approve or reject projects.
- To report to the Steering Committee on the implementation of projects in the subcommittee’s area of responsibility.
- To supervise the budget of the subcommittee and the projects it implements.
- To represent the Partnership and the subcommittee inside and outside the Partnership. Coordination of work with the parallel subcommittee in the Partnership communities abroad.
To maintain an ongoing connection with partners: the Chairperson of the Partnership, the Director of the Partnership, the professional staff, representatives of the local government and organizations and non-profit associations in that area.

To invite implementing bodies and anyone with ideas for projects in the Region to present to the subcommittee with the goal of expanding options, advancing partnerships and encouraging new ideas.

To invite experts and professionals from the local government or from any other body to voice their professional opinions with regard to the subcommittee’s areas of responsibility.

**Time Framework** (hours per week or some other time period; total duration of the volunteer activity) Convening and managing three meetings of the subcommittee annually.

**Term**
The chairperson of a subcommittee will serve for two years, with the option of an extension for an additional two years.

**Required Skills and Talents**
A prominent public figure originating from within the local community, involved in public endeavors, committed to strengthening the bonds between Israel and the Diaspora and committed to the values of the Partnership and its methods of operating.

**Personal Characteristics**
Charisma and leadership ability, excellent interpersonal skills

**Preferred Skills**
English on a high level, experience in initiating and implementing projects, potential for developing professional contacts and recruiting partners, knowledge in the subcommittee’s area of activity.

**Abilities**
Ability to invest time and resources; ability to lead staff; influence in the local community.

**Support and Supervision**
Guidance and supervision will be the responsibility of the Chairperson of the Partnership.

**Constraints**
A salaried employee, a salaried member of the Executive or the chairperson of a body receiving Partnership funds (apart from employees of the local government) will not serve on the Steering Committee or a subcommittee (as a Chairperson or member)

**Compensation**
Compensation from the Partnership2Gether headquarters and from the Partnership. Examples: Travel abroad; creation of business and other types of connections; belonging to a peer group who lead and influence; ability to change the character of the local community.

**Measures of Success**
There are several possible measures of success –

- Attendance of subcommittee members at subcommittee meetings
- Development and leadership of new projects
- Creation of new partnerships: both inside and outside the Partnership
- The level of satisfaction among the members of the subcommittee
- Quality of the relations with the leadership of the community overseas
Example Position: Host Family

Name of Position
Host Family (A family that hosts delegations from the Partnership community abroad.)

Objectives of the Position
Strengthening of the bonds between the Partnership community in the Diaspora and the local community through direct home hospitality.

The tasks required in order to achieve the objectives
- To provide appropriate accommodations for a visitor to Israel.
- To provide for the basic needs and welfare of the guest.
- To expose and involve the visitor in the day-to-day experience of life in the local community.
- Exposing the guest to a wider circle of acquaintances in the local community.
- To get to know the guest and to create a meaningful dialog between himself and the hosting family.
- To report any exceptional event that requires special attention to the Director of the Partnership.
- To maintain contact with partners: the Partnership staff, other families, families in the parallel community and entities that are relevant to the guest.

The time required to carry out the tasks (hours per week or some other time period; total duration of the volunteer activity) According to the needs of the Partnership and the incoming delegations.

Personal Traits
Developed interpersonal communication skills, sociable, welcoming, a warm home and a connection to Diaspora Jewry.

Required Skills
A high level of fluency in the language of the Partnership community; belonging to the relevant social circles. An ability to provide comfortable hosting conditions; an ability to provide a supportive and warm family environment; and compatibility between the host family and the characteristics of the guest (for example: children of similar ages). A high level of availability and commitment.

Support and Supervision
Support, guidance and supervision will come from the professional staff of the Partnership.

Compensation
It is the responsibility of the professional staff of the Partnership to compensate the host. Participation in events for hosting families. Creation of social and professional connections among representatives of the Jewish community abroad. Strengthening of the feeling of belonging to the local community and to the Partnership community abroad.

Measures of Success
- Satisfaction of the guest
- Exposure of the guest to a wider circle of acquaintances
- Satisfaction of the hosting family
- Maintenance of contact at the end of the hosting period
- Development and creation of social and professional connections for the guest