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**SAMPLE VIRTUAL VOLUNTEER JOB PROFILE**

**Volunteer Role** Job title

**Goals** List 1-3 measurable action items. Include time constraints, number of clients to visit, etc.

**Impact** Describe the impact this work will have on your organization’s clients, members or constituents.

**Record Your Hours** HINT: You and your volunteers can track their hours from anywhere in either your or their Volunteer Houston account. And it’s free! 😉

**Tech Check [[ORGANIZATION NAME]] will provide:**

* Access to our database
* Login credentials for XXXXX
* Tablet (must be checked in and out)

**Volunteer must provide:**

* List the devices and programs will need to provide on their own.
* Example: computer, smartphone, headphones, gmail account, hardwired vs. wifi internet connection.

**We Appreciate Our Volunteers!**

Describe your volunteer recognition program here. Everyone likes to be recognized differently, so give your volunteers options when you can. Here are some ideas:

* Shout out on your social channels
* Shirt, lapel pin, sticker
* Printed or digital certificate

**WAIVERS + AGREEMENTS**

**Confidentiality agreement**

If you volunteers will have access to sensitive information, include a statement in this section. [See these samples from the National Council of Nonprofits.](https://www.councilofnonprofits.org/sites/default/files/documents/SAMPLE%20Confidentiality%20Agreements.pdf)

Printed Name Signature Date

**Talent Release**

I, the Volunteer, grant and convey unto [[ORGANIZATION]] all right, title, and interest in any and all photographic images and video or audio/digital recordings made by [[ORGANIZATION]], its agents or employees, during my volunteer work for [[ORGANIZATION]], including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings. I further consent that my name and identity may be revealed therein or by descriptive text or commentary.

Printed Name Signature Date

**Background Check + Identity Verification**

Explain why background checks and identity verification are important to your organization. Onboard trustworthy volunteers and provide peace of mind - enabling you to make a greater impact and help create safer environments.

List the link/URL for volunteers to start the background check process online through a provider you select. The provider will provide additional language for you to enter here.

TIP: Nonprofit organizations registered with Volunteer Houston get discounted background check services through Sterling Volunteers.

**Other topics for waivers:**

* Use of your organization’s devices and/or software
* General liability waiver