

Writing Volunteer Role Descriptions

Having a well defined role description allows the volunteer and paid staff to be clear about the volunteer's role and what is expected of them.

You might like to include the following information in your Role Descriptions:

- **Role Title**
- **Background Information** – providing an overview of your organisation's mission and key activities
- **Purpose** – putting the role into context and placing value on the activities you are asking people to do
- **Main tasks and activities** – setting out what the organisation hopes that the volunteer will achieve in this role
- **Benefits** - highlighting what is in it for the volunteer. This can include references, invitation to celebration events, qualifications
- **When and where** the volunteer opportunity is taking place - days, times, commitment, whether this is flexible or not.
- Any **specific qualities or skills needed**, including age restrictions
- **Training and expenses** provided
- **Support and supervision** arrangements

Other things to consider:

Try to identify a variety of volunteer roles to attract people with varying motivations, skills, interests, and availability. Consider one-off volunteering activities as well as more regular part time and full time roles.

Avoid using employment terminology wherever possible.