



WRITING A VOLUNTEER JOB DESCRIPTION

Having clear job descriptions help prevent misunderstandings and give volunteers confidence in carrying out their role. Depending on the size of the role these details can (and should) be presented in different ways. It doesn't have to be formal and stuffy – it's about giving people the whole picture so they can commit to volunteering with confidence.

1. Position Title

Using a specific title gives people a sense of identity and helps to describe what each person contributes to the team. You do not need to have the word 'Volunteer' in the title.

2. Work Location

Does this job need to be done from your office or site? Is it a job that can be done from home, or is there flexibility in where the task is carried out?

3. Purpose of the Position

Every job should exist for a specific purpose, otherwise there is no point in creating it. How will completing this task affect the outcomes or mission of your organisation? Make sure your potential volunteer knows how important the job is.

4. Responsibilities and Duties

What exactly do you want them to do? What are they responsible for?

5. Qualifications and Experience

Are there any specific skills or qualifications that are required to do this job well?
Are any of the qualifications required by law?

6. Expected Commitment

How long will this job take and how often will it need to be done?
Is it a regular commitment or a one-off project?
Are there specific hours or specific days when the work should be carried out?

7. Training and Support

How will you support your volunteer in getting this job done?
What training will be available?