This template will assist you in writing a volunteer role description. It contains a range of considerations, which may or may not be applicable in different situations.

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| **Role Description Guide** | | |
| **Organisation name, purpose and mission:** | | |
| **Volunteer role title:** |  | |
| **Role Specification** |  | |
| **Purpose of the role:** | Overview of the role  Why is the role important to your organisation/community?  What will the volunteer achieve? | |
| **Key Tasks & responsibilities:** | Outline of duties  What would an average day look like?  What specific tasks will they need to carry out on a regular basis?  What tasks will they need to carry out occasionally?  Will they have responsibilities that require reporting?  What tools/resources needed to carry out tasks will be supplied?  What will the volunteer need to supply? E.g. computer, spade etc. | |
| **Who will the volunteer**  **report to:** | Who will supervise the volunteer?  Who do they go to if there is an issue? | |
| **Time commitment:** | How many hours per week?  Is there a roster? Specific days and or times?  Do you offer flexibility with hours? E.g. can a volunteer pick their availability or does it have to be on a particular day?  Is there a minimum requirement/commitment? E.g. 12 months, one off, short term | |
| **Training required or offered:** | Details of training – where, when, who?  Is the training NZQA approved/accredited?  Does previous training or qualifications count? | |
| **Support & supervision provided:** | What ongoing support and / or supervision is provided? | |
| **Performance measurements:** | How will the volunteer know they are being effective?  Are there specific targets or KPIs to be met? Any timeframes?  What reports and to whom need to be completed? | |
| **Location of Position:** | Where will the work be done?  Can the role be carried out at home?  Do you provide parking? | |
| **Ideal person specification:** | |  |
| **Knowledge and Skills:** | | What skills or training do they need to have already?  Interpersonal skills  Communication E.g. excellent command of written and oral English |
| **Experience:** | | Is there specific previous experience required?  What previous experience would be advantageous?  Do you require a minimum length of experience? |
| **Any special personality requirements:** | | What sort/type of person would fit into your team?  Able to work in a team or unsupervised?  Work ethic |
| **Benefits offered:** | |  |
| **Out of pocket Expenses:** Volunteers can only be reimbursed for actual out of pocket expenses | | Transport expenses e.g. petrol vouchers, mileage rates, parking costs  Refreshments e.g. Tea/coffee  Any other expenses? |
| **Work skills:** | | What transferable skills will they gain?  What work related experience will they gain? |
| **Contacts:** | | What are the key relationships they will be able to add to their network(s)?E.g. clients, stakeholders, team members |
| **Recognition of volunteers:** | | Certificate of service E.g. hours, completion of project  Will you provide a reference?  What period of service must they complete before it is offered?  Other recognition or benefits for volunteers |