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

Insert Organisation Logo

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| **Role Description Guide** |
| **Organisation name, purpose and mission:** |
| **Volunteer role title:** |  |
| **Purpose of the role:**(Overview of 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?Do they have all the relevant contact details E.g. who do they contact if sick/in case of emergency |
| **Time commitment:** | How many hours per week? (Consideration: having a volunteer cover a lot of hours could be problematic if they are sick/away if any reason)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:** | Orientation Giving the volunteer the opportunity to learn about your organisation and what it doesDetails of training – where, when, who? E.g. classroom, online, any costIs the training NZQA approved/accredited?Does previous training or qualifications count? |
| **Support & supervision provided:** | What ongoing support and / or supervision is provided? |
| **Performance measurements:** | Performance measures 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?Are you on a bus route? For roles that require evening work buses may not be available.Do you provide parking? |
| **Benefits offered:** |  |
| **Out of pocket Expenses:** Volunteers can only be reimbursed for actual out of pocket expenses | Do you provide transport expenses e.g. petrol vouchers, mileage rate (see ird.govt.nz or AA for current rates or set your own)Refreshments e.g. Tea/coffeeIs there an agreed reimbursement of 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 projectWill you provide a reference? What period of service must they complete before it is offered?Other recognition or benefits for volunteers |
| **Ideal person specification:** |  |
| **Knowledge and Skills:** | What skills or training do they need to have already?Interpersonal skillsCommunication 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 |