

Volunteering Canterbury

Role Descriptions – Some things to include

- A title that's clear and simple and identifies the role (not just the word volunteer)
- Importance of the role to the organisation
- Primary objective – specific and achievable
- Key Tasks – clear but not over-detailed
- Skills or qualifications required – those that are essential to fulfil the role
- Police check/references required
- For/to whom the volunteer is responsible and other relationships
- Reporting procedures and record keeping required
- Limits/extent of authority
- Time commitment required (hours and length of commitment)
- Location of organisation
- Flexibility to encourage the volunteer's initiative and creativity
- Highlight the benefits for the volunteers e.g. companionship, warmth, new skills
- What resources and support will be available – training, travel expenses, parking, equipment, supervision (internal and external)
- Opportunities for the volunteer to influence the direction of the organisation

The more details, the better chance there is of recruiting someone suitable. Think about whether you'd want to apply. Are the expectations realistic? Put the date on it – so you can identify different versions. KISS (Keep It Simple, Stupid) - preferably one A4 page, accompanied by material about your organisation.