



TEMPLATE: Writing a Role Description

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.

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 does Details of training – where, when, who? E.g. classroom, online, any cost 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:	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?



<p>Location of Position:</p>	<p>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?</p>
<p>Benefits offered:</p>	
<p>Out of pocket Expenses: Volunteers can only be reimbursed for actual out of pocket expenses</p>	<p>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/coffee Is there an agreed reimbursement of other expenses?</p>
<p>Work skills:</p>	<p>What transferable skills will they gain? What work related experience will they gain?</p>
<p>Contacts:</p>	<p>What are the key relationships they will be able to add to their network(s)? E.g. clients, stakeholders, team members</p>
<p>Recognition of volunteers:</p>	<p>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</p>
<p>Ideal person specification:</p>	
<p>Knowledge and Skills:</p>	<p>What skills or training do they need to have already? Interpersonal skills Communication E.g. excellent command of written and oral English</p>
<p>Experience:</p>	<p>Is there specific previous experience required? What previous experience would be advantageous? Do you require a minimum length of experience?</p>
<p>Any special personality requirements:</p>	<p>What sort/type of person would fit into your team? Able to work in a team or unsupervised? Work ethic</p>