

# Fact Sheet

## Volunteer Role Description Essentials

Updated: December 2018

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**A guide to writing a volunteer role description to ensure volunteers enhance a Volunteer Involving Organisation managed volunteer program.**

Volunteers bring their skills, knowledge and expertise to your community organisation. A volunteer role description is essential to inform the volunteer of their tasks, the purpose of their role and how it complements the vision of the organisation.

**Title:** What the role will be called, or what role is being offered.

**Purpose:** This is the most important part of the role description. It outlines the purpose of the volunteer role and what it is to achieve.

**Results:** If there are definable results that contribute to the overall purpose, these should be listed.

**Suggested Activities:** Examples of what might be done to accomplish the purpose. The word “suggested” indicates that the volunteer has some authority to think, to pursue other approved activities if her supervisor agrees these might be effective in achieving the result.

**Measures:** How will the organisation know if the desired results/ outcomes are being achieved.

**Qualifications:** What skills, attitudes, and knowledge are desired, as well as any requirements regarding dress or conduct.

**Timeframe:** Estimated number of hours, length of commitment, and flexibility in scheduling.

**Site:** Location of the organization and work.

**Supervision:** Relationships with staff and other volunteers, reporting requirements and supervisory relationships, as well as procedures for monitoring and dealing with problems.

**Benefits:** Training, insurance, parking, reimbursement of expenses, any volunteer remuneration, events to thank volunteers, etc

It is important to include the values and philosophy of the organization to which the volunteer is expected to adhere to and remember that volunteers often wish to link with a like – minded organisations.

If you require any additional information in relation to Volunteer Role Descriptions, please contact the Bendigo Volunteer Resource Centre’s Volunteer Hub by phoning 03 5441 1404 or by email [info@bgovolunteers.org.au](mailto:info@bgovolunteers.org.au)