



## Role Description Template

<b>Volunteer Position Title:</b>	
<b>Service/Program:</b> <i>(if you have multiple sites and/or programs)</i>	
<b>Time commitment:</b> <i>(days, hours, shifts, length of project etc.)</i>	<b>Location:</b> <i>(where the role will take place)</i>

<b>Our Mission:</b>	
<b>Our Values:</b>	
<b>Role Purpose &amp; benefits:</b>	<i>Provide an overview of the role and how it contributes to the vision/mission/strategic goals of the organisation. Include the benefits to the volunteer</i>

<b>Reporting relationship:</b>	<i>Who will supervise the volunteer &amp; are there other members of the team they will be working with?</i>
<b>Volunteer tasks and responsibilities</b>	<i>Provide a list of the tasks and responsibilities of the role. Use plain English and avoid jargon. Avoid employment type language. For example: USE terms such as 'volunteer', 'we would be pleased if you would', 'help to', 'provide assistance' AVOID terms such as 'job', 'work', 'you must', 'required', 'responsible for' Use the present tense. Use gender neutral language. Use language that is inclusive of people from all backgrounds and of all abilities.</i>
<b>Skills, experience or qualifications:</b> <i>(required/desirable for the role)</i>	<i>List the skills and qualifications/experience necessary for the role. The list may include: Education requirements/tertiary background, qualifications, experience, specific skills and personal characteristics. Ensure you use non-discriminatory language and comply with all relevant legislation.</i>
<b>Role requirements &amp; training opportunities:</b>	<i>(For example – it is an organisational requirement that our workforce (paid and voluntary) complete a Working With Children Check before commencing any role with us. OR - Appropriate training in [type of training] will be provided before starting this role).</i>
<b>Screening requirements:</b>	<i>[Name of organisation] is very serious about its duty to provide clients with a professional service and to providing all people working at [Name of organisation] with a safe and healthy working environment. We are a child safe organisation. We are committed to recruiting dedicated, professional volunteers who have the skills and experience appropriate for this role. For this reason, should you be interested in this role, we will need to collect the following information before you begin the role [insert details such as resume, a qualification check, a Working with Children Check, police check]. You will only have to provide this information following the initial meeting with the volunteer manager, and, if required, we will help to arrange for checks or help you apply for them. If you have any questions about these background checks, please don't hesitate to contact [insert contact information]. Please note that we treat all information as sensitive and handle it in accordance with privacy laws. You can access a copy of our privacy policy here (or we can provide you with a copy).</i>
<b>Other requirements:</b>	<i>(Such as a driving licence or specific training to attend before commencing role)</i>

<b>Commitment to role:</b>	<i>All volunteers must adhere to [organisation's] policies and procedures, which will be discussed at induction and orientation.</i>
----------------------------	--

<b>Role description sign off:</b>	
Volunteer: I have read and understood the requirements of this role description and have had the opportunity to clarify any details with my supervisor.	
Volunteer's Name: _____	Volunteer's Signature: _____
Supervisor's Name: _____	Supervisor's Signature: _____
Date: __/__/__	