

WRITING A ROLE DESCRIPTION

18 prompts for what to include when writing a volunteer role description for Volunteer Marlborough's website

1. What will volunteers be doing?
 - Get specific with the tasks and responsibilities.
2. How will volunteers benefit from this role? e.g. joining a great team, training opportunities, travel reimbursement, VIP passes, letter of recommendation.
3. How will your organisation benefit from involving volunteers?
 - Show prospective volunteers that they will be valued.
4. When are volunteers needed?
 - Time of day, day of the week, or tell volunteers you're flexible.
5. How long will volunteers be needed for? (e.g. a three-hour shift)
 - Can volunteers be flexible with when they help out, or are they needed to reliably show up for a specific time?
6. What location(s)?
7. Can people volunteer in pairs or (small) groups?
8. Will volunteers be left alone for some or all of their time?
9. Do volunteers need specific skills, experience, or particular qualities? (e.g. enthusiasm, patience, experience working with children)
10. Will volunteers be trained? (if applicable)
11. Will volunteers need to stand or are there options to sit?
12. Do volunteers need to have a certain level of physical fitness?
13. Is there a minimum age? Or a maximum?
 - If younger volunteers are interested, will they be accepted if accompanied by a parent?
14. Any other restrictions? (e.g. terrain not suitable for people with low mobility)
15. Will volunteers need to wear anything particular?
16. Will volunteers be given a uniform?
17. Is a criminal record check required?
18. Will volunteers need to be vaccinated against Covid-19 (or anything else)?

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