

Volunteer Role Description - template (never call it job description)

Remember: Keep it positive, avoid jargon and only include what is relevant to the prospective candidate. If using images, make sure these are impactful and showcase the role well. Role descriptions can sit on your website or be send out on request.

Make sure to also list the volunteering opportunity on volunteer.gg.

A brief intro to the charity, it's aims & objectives and how volunteers fit into the picture.	This is your opportunity to explain why your cause matters and how our charity makes a difference overall which you are offering the volunteer to be a part of. This should be no more than 3 sentences.
Role name:	Think of something that sounds attractive, yet related to the role
Key tasks:	List the main tasks – be transparent but mindful that a long or heavy list may be off putting Be realistic about the role. You can also include a commitment to shaping the role around the volunteer in terms of actual tasks.
The difference the volunteer makes (impact):	'To make a difference' is the main motivation for people to volunteer, so this is important! Use words that people can relate to and buy into easily.
Skills & experience needed:	Even if the role does not require any specific skills, include some generic positive attributes such as friendly, good time keeping, reliable, etc

Time commitment & location:	Flexibility is a key consideration for more prospective volunteers. Be as specific as you can about the time commitment (where / when / how often) and the scope for flexibility. Provide some expectation on regularity.
Support & training provided:	Even if you don't provide a formal training program, include that you will provide an induction, a point of contact, a hand book, etc. Also specify if the volunteer can get expenses reimbursed.
Benefits to the volunteer:	These could be things like being part of our fun & supportive team, gaining new experiences, building your CV, boost your mood and physical health, etc
Deadline and contact details:	Make sure that whoever the contact is, that they are available and able to respond.
Other available roles:	Signpost to other available roles you may have.
Testimonials:	You might want to include testimonials from existing volunteers or beneficiaries on what they get out of it.