

CREATING ROLE DESCRIPTIONS

*There are numerous roles that volunteers can fulfil. Sometimes volunteers are recruited into an area where they do not have any experience or relevant skill in the specific area. To avoid this misunderstanding brief role descriptions are required to help avoid confusion about a particular role.*

The volunteer role description should include:

* Name of volunteer role
* Brief description of volunteer role
* Location
* Supervised by
* Days and times needed
* Minimum length of volunteer commitment required
* List of tasks or duties
* Qualifications, qualities and/or skills required
* Training provided

It is vital to review role descriptions after a while to find out how well the description fits the job. It also keeps the volunteer motivated, if it needs to be changed, involve and utilise the volunteer in updating the role description.