

Creating a Volunteer Role

Volunteering is a two-way process: volunteers will do something that your organisation needs if it is interesting, stimulating or rewarding for them. Being a volunteer needs to be a positive experience and the first step is to be clear about their role:

Start with a volunteer role or task description (NOT a job description as that suggests an employment relationship). This is a straightforward outline of what the volunteer will do and any skills that might be needed.

Think about:

- Name of role – does it make sense and sound interesting?
- Purpose of the role
- Outline of tasks
- Where the tasks will be carried out
- The skills, qualities and experience needed
- The commitment required
- What supervision, support and training volunteers will need

Think about how you can make the role open to as many people as possible. Could people with physical disabilities be volunteers? Or people who need extra support, such as someone with dyslexia or someone who speaks English as a second language?

Writing the volunteer role description will help you to think about what you need for the rest of your volunteer programme, such as:

- An introduction to your organisation
- A policy on why you want to involve volunteers
- How you will recruit and select volunteers and put your equal opportunities policy into action
- Who will be responsible for supervising volunteers and how they will do this?
- How you will handle any difficulties or disagreements
- What training will volunteers need?
- What expenses you will reimburse
- Any insurance and health and safety issues

And perhaps most important of all: agreement, understanding and support from the rest of your team

Useful links.

Template:- [Volunteer Role Description](#)