

# DEVELOPING A VOLUNTEER ROLE OR POSITION DESCRIPTION

## Why do you need a position description for a volunteer role?

A position description will ensure important things are considered when taking on a volunteer. Firstly, that you have identified a need for a volunteer and will be able to provide a genuine position for them within your organisation. Secondly, a comprehensive job description will mean that only those who are qualified and genuinely interested in the position will apply; saving everyone's time.

## Tips and things to keep in mind



- Use the headings as prompts and develop the position from these
- The point of including information about your organisation is to help attract those with a similar appreciation for your goals
- Specify if this is an ongoing role, or for a defined period (eg. for an event)
- Be concise but don't omit important requirements or necessary qualifications
- Show flexibility in the required hours, location, potential to work from home
- List if the position may be suitable for disabled volunteers
- Include contact name and details

Below is a sample position description for a volunteer role, of course this is just a guide and you will have to adjust its suitability to your organisation and the role you need to fill.

# DATABASE PROJECT OFFICER

(VOLUNTEER)

**Time required:**

3-5 hours a week, until project is concluded

**Suitable for**

- Centrelink Volunteers
- People with disability
- Skilled Volunteers
- Work Experience
- Younger volunteers, aged 14-18

**Type of work:**

Office administration

**Screening requirements:**

- 100 points of ID
- Phone or in person interview
- 1 reference
- Short listed candidates will be invited to take part in a phone or in-person interview before commencing the role.
- Police check and Working With Children Check is not required for this position

**Orientation and training:**

- Organisation induction
- Guidance and supervision for specific tasks
- A statement of duties and/or reference will be provided

**When:**

To commence ASAP

**Where:**

You will be working remotely from home at the moment in line with COVID-19 restrictions.

**Requirements:**

Some office administration experience preferred, with intermediate to advance knowledge of Microsoft Excel. Must possess own laptop/desktop computer with access to the Internet, email and Microsoft Excel software. Able to work independently without supervision.

**What might I be doing?**

This role is required on an ad-hoc basis. At the moment, we need to create a directory of all the community based organisations in Melbourne's western metropolitan region. This will involve researching for the organisation's information online and populating it on the Excel spreadsheet template to be provided and then matching to any known contacts that Volunteer West has in our subscriber list.

**How do I apply?**

Please apply directly by contacting Jane Doe at [manager@organisation.org.au](mailto:manager@organisation.org.au)



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