



TEMPLATE: Writing a Role Description

This template is to assist you to in writing a volunteer role description. It contains a range of considerations, which may or may not be applicable in different situations.

Role Description Guide

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| Organisation name, purpose and mission: | • (Overview of the organisation) |
| Purpose of the role: | <ul style="list-style-type: none"> • (Overview of role) • Why is the role important to your organisation/community? • What will the volunteer achieve? |
| Key Tasks & responsibilities: | <ul style="list-style-type: none"> • (Outline of duties) • What would an average day look like? • What specific tasks will they need to carry out on a regular basis? • What tasks will they need to carry out occasionally? • Will they have responsibilities that require reporting? • What tools/resources needed to carry out tasks will be supplied? |
| Benefits offered: | • (Overview of the benefits offered) |
| Out of pocket Expenses: | <ul style="list-style-type: none"> • Volunteers can only be reimbursed for actual out of pocket expenses • Do you provide transport expenses? • e.g. petrol vouchers, mileage rate (see ird.govt.nz or AA for current Refreshments e.g. Tea/coffee rates or set your own) |
| Work skills: | <ul style="list-style-type: none"> • What work related experience will they gain? • What transferable skills will they gain? |
| Contacts: | <ul style="list-style-type: none"> • What are the key relationships they will be able to add to their network(s)? • E.g. clients, stakeholders, team members |