



## **VOLUNTEER JOB DESCRIPTION TEMPLATE**

### *ORGANISATION NAME*

[Insert Organisation name and logo if relevant here]

### *POSITION TITLE*

[Insert job title here]

### *ORGANISATION DEPARTMENT/AREA*

[Insert department and/or program where volunteer will work]

### *LOCATION*

[Insert address of office, event or program here]

### *POSITION PURPOSE*

The position of [insert volunteer job title here] assists [This Organisation] with [insert role and organisation/program or event outline here].

### *REPORTING TO*

[Insert job title of person managing volunteer here]

### *POSITION RESPONSIBILITIES*

[Insert duties and position responsibilities here]

### *COMMITMENT REQUESTED*

An example of this is – A minimum of 3 hours on a weekday once per week is requested between the hours of 9-5pm Monday to Friday with a requested minimum commitment of 3 months.

The precise hours and days of volunteering will be negotiated to meet both the availability of the volunteer, and the needs of [This Organisation].

[This Organisation] is committed to Volunteering Australia's National Standards for Involving Volunteers. Hence the engagement of ongoing volunteers is generally restricted to a maximum of 16 hours per week.

### *TRAINING PROVIDED*

The volunteer will be provided with an induction and orientation to their workplace and to [This Organisation] including an Occupational, Health & Safety briefing.

Role specific training will be provided along with regular supervision.

### *POSITION REQUIREMENTS (SKILLS, QUALIFICATIONS & EXPERIENCE)*

- Add all requirements in this section, to do with the program, event or project you require volunteers for

- Experience and/or interest in [area necessary to this role]
- Any qualifications if relevant or required
- Ability to actively support [This Organisation]’s purpose and values
- Ability to work in accordance with [This Organisation] policies and procedures
- Background checks, Police Check and/or Working with Children Check [include these requirements - as necessary, for your role]

*VOLUNTEER APPLICANT DECLARATION –*

*Please note: this document is something you should also confirm with the volunteer after recruitment.*

You and [This Organisation’s] delegate, have discussed, read, and understood this Volunteer Position Description and agree that you will work within the position responsibilities detailed.

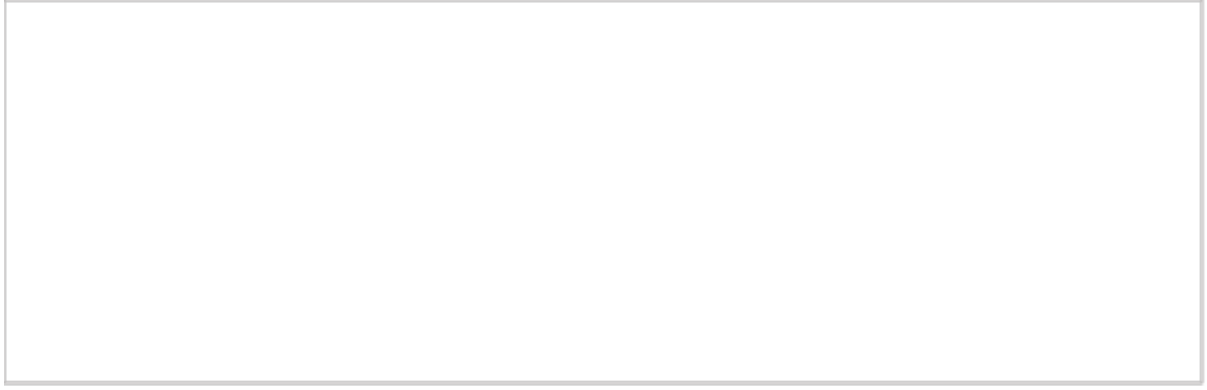
Volunteering at [This Organisation] may be dependent on the results of background checks, if detailed in this position description. [This Organisation] reserves the right to refuse an individual from volunteering at its discretion.

In addition, you are required to provide full and up to date disclosure to [This Organisation] in respect to any matter which may affect your capacity to perform the duties associated with the role including but not limited to, the capacity to interact with children and vulnerable people, and deal with sensitive financial or personal information.

*VOLUNTEER APPLICANT DECLARATION*

\_\_\_\_\_  
Signature

Date



*[THIS ORGANISATION] VOLUNTEER MANAGER (OR DELEGATE)*

\_\_\_\_\_  
Signature

Date