

# ***VOLUNTEER POSITION TEMPLATE***

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This template can be adapted to your organization and used when working with new volunteers; it is meant to be a starting point for the creation of a practical reference document that your organization's volunteers can consult at any time. The **VOLUNTEER POSITION DESCRIPTION** is an essential tool for successfully onboarding and integrating new volunteers into your organization!

## **Recommendations for using the Volunteer Position Description**

A volunteer position description is a resource (printed or digital) that clearly outlines the details of the role so that potential candidates know what to expect. The process of writing the position description also helps to clarify the role for the staff person managing the volunteer. The volunteer position description should be part of recruitment, onboarding, and training volunteers so that everyone has the same understanding of what the volunteer's role is within the organization.

## **A few hints on customizing your Volunteer Position Description:**

- Words highlighted in grey must be replaced by information specific to your company.
- *We have also included some optional tips; they are to be deleted before printing this document.*

*This guide<sup>1</sup> is provided to you for information purposes only. RDN cannot be held responsible for its final content nor for any subsequent use and/or interpretation by the member organization or a third party.*

*Please remove this introductory page when using the template to create a Volunteer Position Description*

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<sup>1</sup> Adapted from *Volunteer Toronto*. Available: <https://www.grassroots.ca>

# POSITION TITLE

*Be clear. What would the title look like on a resume?*

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*The following are items you may wish to include in your volunteer position descriptions.*

## OBJECTIVE

This is where you briefly outline the volunteer role. Make sure to connect the role with your organization's mission and vision, to demonstrate how it will fit in with what you're already doing.

## RESPONSIBILITIES

List the tasks that the volunteer will be doing for your organization. These can be written in point-form if you prefer. Be specific.

## SKILLS REQUIRED

If you're looking for specific skills or experience, list them here. If the role is an opportunity to build certain skills or experience, listing those skills here might be a deterrent to some volunteers. List what you need.

## COMMITMENT

Is this a short-term position? A long-term one? Maybe at an event? If you're looking for someone to commit to a certain number of hours in a week, write that in the position description.

## LOCATION

Where will the volunteer be working?

## BENEFITS

Let potential volunteers know what they'll receive in exchange for their time; some of the most common motivations for volunteering include wanting to give back, wanting to meet new people and network, and wanting to contribute to a cause. These are all benefits you can list here.

## ADDITIONAL INFORMATION

List any potential risks or important details here. For example, if there is heavy lifting involved, if the role takes place outdoors, or if the role requires the volunteer to be standing for extended periods of time. You may also wish to list a dress code or vaccine requirement here.

## HOW TO APPLY

Do you require a resume? Do you have an online application form on your website? Will you require references if the candidate passes the interview stage?

## DEADLINE

If the position is open until filled, indicate that. If you plan to accept applications until a particular date, make that date clear (be sure to remove the volunteer posting after that date).