



# TEMPLATE: Writing a Role Description

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