



RAS Volunteer Role Description - Guidelines

The below summarises what you could include in a role description for your RAS volunteers. It includes pointers on what each section could cover.

The more enticing you can make this sound the better! Throughout the creation of your role description, keep front of mind – *why* would someone volunteer for you? *What* will their impact be? Setting these expectations clearly will really help you to recruit and retain the volunteers you need.

If you need any advice on creating your role description(s), reach out to Heidi, Volunteer Management Lead at Volunteering New Zealand via heidi@volunteeringnz.org.nz.

- Position Title:** What title accurately reflects the role that you're seeking a volunteer to fulfil? It needs to be clear; any ambiguity here could put applicants off or create more questions for them. And bear in mind that you don't necessarily need to use the word 'volunteer'* in a position title.
- Main Purpose of Role:** Can you summarise what the RAS role entails? What is the core purpose of what's required? Does it reflect the mission and values of the organisation? What impact will the role have?
- Main Tasks:** Can you summarise in a short paragraph or bulleted points, what the main tasks of the role are? You don't need to list everything but do cover off the main tasks that will be required to be fulfilled regularly.
- Time Commitment:** This is one of the most important pieces of information for an applicant to know up-front. Be as accurate as possible, and include the overall time commitment if you can – i.e., do you need them to commit to the role for 6 months or more? How many hours a week/month does it require? Does the time commitment change over a certain period? Be as specific as you can.
- Location:** Include the address and if possible, a link (e.g., via google maps) to a location on a map. Does it include parking? Are there public transport links?
- Reimbursements:** For example, do you reimburse travel expenses to and from the volunteering venue? If so, at what rate and how does that work? E.g., do they need to provide receipts? How often will they be reimbursed and how?
- Person Specification:** What does the applicant need to have to perform the role effectively? This could be a mixture of qualifications and skills, e.g., a driving licence, experience working with certain people, communication skills, event management experience, computer skills etc.

Training:	Does the applicant need training to undertake the role effectively and safely? What does training entail? Is it face to face, online or a mixture? How long does the training take? Is it one-off, or ongoing? Is it free? Do you ideally need a volunteer to commit to make the training investment feasible?
Background Checking Requirements:	This is a standard requirement for most volunteer roles. How long does the check take? What does it entail? E.g., is it a Police Vetting Check, a Ministry of Justice Check, reference check(s) or a combination of checks?
Vaccination Status:	Does the role require the volunteer to be fully vaccinated? Will they need to show their vaccination pass on your premises? Can you explain why the role requires them to be fully vaccinated? If they are not vaccinated, is there a version of the role they could do remotely?
Benefits:	This is a great opportunity for you to explain what the volunteer will 'get' as a result of their volunteering. E.g., make new friends, learn new skills, enhance their CV, contribute to something meaningful.
Point of Contact:	Who is the main point of contact and what is their role? If the applicant has any questions, can they reach out to this contact?
Next Steps:	After the applicant has applied, what happens next? How long does it take? Give them an idea of what to expect so they aren't left waiting for days or weeks not knowing what's happening with their application.

*Did you know that the word 'volunteer' in the role title can actually put some people off? Volunteering can offer a pathway into gaining valuable work experience for example, which can appeal to younger volunteers. Instead of an 'Event Volunteer' role title, try 'Event Coordinator' or a word(s) that clearly captures what the role entails. Don't be afraid to make it a fun role title!