

## Position Description Form Guide

A well written position is your first step to attracting the right volunteer and the Volunteer Manager of your organisation is the best person to write it! This guide is designed to help you complete the position form in the most beneficial way.

**Position Title** – should be something that reflects the role but if you want it to stand out from other similar positions you'll need to be creative. You don't need to use the word volunteer in the title.

**Location** – suburb and Street name. If located in a certain building, please include.

**Position Description** – full details of what the position entails. This is your chance to sell the position to someone so highlight the benefit to them and the end user. Give as much relevant information as you can to help the potential volunteer decide if they are interested in this position or not. You may also want to include a one line summary about your organisation. Include hours required. Keep in mind volunteer motivations when writing this section. Read it to yourself at the end, does it sound interesting to you? (max 100 characters)

**Requirements** – list here anything that would be essential for the role, does the volunteer you are looking for need to have any special skills/qualifications. This can range from having patience to being able to play piano depending on the position. (max 150)

**Days/Time required** – give the volunteer an idea of how much of a time commitment you are looking for. One of the biggest reasons people don't volunteer is the fear that you have to give a huge amount of time each week. In reality most volunteer positions are for 1-2 hours per week. Knowing this beforehand helps put people's minds at ease (unless they're looking to fill a lot of their time of course!).

**Licences / Checks required** – this section is very important. Please ensure all required checks are ticked.

**Checks payable by whom?** – please state whether your organisation or the volunteer has to pay for checks such as Working with Children Check and Police Clearance. Have you heard about the National Police Checks for Volunteers Program?

<http://www.communities.wa.gov.au/communities-in-focus/volunteers/Pages/National-Police-Check-for-Volunteers-Program.aspx>

**Working Environment** – Will the volunteer work mostly alone, or mostly with others

**Age range** – always check your organizations’ insurance policies to know your age limits as these do vary. It is also worth talking to your insurance company too if you need to extend the age range out either way.

**How many volunteers are required** – a rough number here is fine.

**What public transport is available?** – travel arrangements could be the selling factor between two similar positions so give as much detail as you can here. People are more likely to volunteer for a position they can get to easily. Also include details of car parking availability here for people who are not using public transport.

**Reimbursement** – State what volunteers get whether it’s a set amount each time or something more general like ‘public transport costs will be covered and paid once per month’. Although we advocate that no volunteer should be out of pocket by volunteering this isn’t often a key choosing factor to potential volunteers. (max 150 characters)

**Training** – this field should always be completed, would you want to go to an organisation that won’t offer you any training for your role? You can be specific or more general, eg induction training and on the job training offered.

**Is this position wheelchair accessible?** – Could a person with limited mobility effectively gain access to the site and perform the position.

**Could this position be suitable for** – Centacare Volunteer Service has a range of resources that encourage inclusiveness and diversity. If you feel your position is suitable for any of the groups listed let us know as it will increase your chances of your position being filled as it will be offered out to a wider range of people.

Thank you for using this guide, we hope it has been of help to you. Good luck with finding the perfect volunteer for your new position.

For more information on designing volunteer roles and writing position descriptions contact Centacare Volunteer Service on 9921 1433.