



## Designing a Volunteer Role Description

ROLE TITLE:	
TASK	
<b>What?</b> List tasks in order of priority Identify the client group What skills are needed?	
<b>When?</b> What is the required minimum / maximum time commitment? Day / morning / evening?	
<b>Where?</b> Work pace including any other sites	
<b>With whom?</b> Will they work with paid staff? Will they work alone?	
<b>Support and training</b> Who is the designated supervisor? What training is provided?	
<b>Administration</b> What expenses do you offer? What other assistance?	
<b>Expectations / Benefits</b> What does the role offer or not offer? Personal development? A chance to change things?	



## Designing a Volunteer Role Description

<b>ROLE TITLE:</b>	
<b>SKILLS</b>	
<b>What?</b> What qualities are needed? Are there any physical requirements? What and why? Do they need to have had any specific experience? What, and to what level?	
<b>When?</b> Do you need a long or short-term commitment? Do you require flexibility from them?	
<b>Where?</b> Do they need their own transport in order to do the job? Are there any access restrictions at the work place?	
<b>With whom?</b> Ability to work on own/in a team? (as appropriate)	
<b>Support and training</b> Are they willing to attend training? Are they happy to have a supervisor?	
<b>Administration</b> Are you expecting them to be able to provide own travel costs?	



## Potential costs attached to involving volunteers

Keeping a record of all costs attached to your volunteer programme is important in planning your budget and in helping assess the value of your volunteer involvement.

Consider	Cost detail	Time / Amount
<b>Recruitment</b>	Advertising Printing Postage Refreshments Garda Vetting	
<b>Induction and training</b>	Staff time Materials Refreshments External trainer Room hire	
<b>Support and recognition</b>	Awards ID badges Social events Meetings	
<b>Equipment and supplies</b>	Furniture Clothing (T-shirts, uniforms etc.) Additional office space Additional computer Additional phone line Internet / Wi-fi Tea and Coffee	
<b>Reimbursement of out-of-pocket expenses</b>	Travel to and from worksite Lunch	
<b>Administration</b>	Insurance Newsletters Training	
<b>Volunteer manager</b>	Salary	
<b>Other paid staff</b>	Portion of time / salary	
<b>Other</b>		
<b>Total Time / Cost</b>		