

# Writing a Volunteer Position Description



A volunteer position description promotes your volunteer opportunities to prospective volunteers. Your volunteer position description will appear online on websites like GoVolunteer and SEEK Volunteer. Check out how information about your volunteer position will be displayed online:

**The position title & short description of the volunteer position will be displayed in the search results:**

The screenshot shows the GoVolunteer website interface. At the top, there's a navigation bar with 'Home', 'Find Opportunities', 'Find Organisations', 'About Volunteering', and 'Find Volunteers'. Below this, a search bar indicates 'Found 662 volunteering opportunities in Adelaide SA 5000 + 15km'. The search filters include 'Keywords' (Anything) and 'Location' (Adelaide SA 5000 +15km). A sidebar on the left allows refining results by category (All, Animal Welfare, Arts & Culture) and day & time (Mornings, Afternoons, Evenings, Weekdays). The main content area displays a list of opportunities. The first one is 'Secretary for ABC Friends SA/NT - Community Services'. A red box highlights the title 'Secretary' and the short description: 'The Executive Committee is seeking expressions of interest from individuals with the skills, passion and commitment to serve as Secretary and an active member of the Executive Committee.' A red arrow points from the text 'Position Title' to the highlighted title, and another red arrow points from 'Short Description' to the highlighted description text.

Position Title

Short Description

**Once a prospective volunteer clicks on the position, they will be redirected to a page dedicated to that volunteer position with a more detailed description of the role:**

The screenshot shows the detailed description page for 'Community Visitor Volunteers McLaren Vale' on the GoVolunteer website. The page title is 'Community Visitor Volunteers McLaren Vale' with ID 105258. It is for the 'Community Visitors Scheme (Southern Volunteering)'. The location is 'McLaren Vale SA'. The page is divided into several sections: 'About this opportunity' (highlighted with a red box and a red arrow from the text 'Detailed Description'), 'Time Required' (Minimum of one visit per fortnight), 'Type of work' (Companionship & Social Support, Seniors & Aged Care), 'Training' (One to one induction, plus ongoing, varied training provided), and 'Reimbursement' (Travel expenses). There is also an 'Interested?' section with an 'Express Interest' button and a 'shortlist' button. The page footer includes 'Additional requirements' (National Police Certificate, Undergoing a Police check is mandatory) and 'About this organisation' (Community Visitors Scheme (Southern Volunteering) - Seniors & Aged Care).

Detailed Description



What you write in a position description can play a big part in how many applications you receive. To create a great volunteer position description, you should cover the following:

### Position Title

This should be a few words that neatly summarise the volunteer role. Make sure that a prospective volunteer can picture what the role might involve just by reading the title.



- *Community Bus Driver*
- *Arts and Crafts Activity Assistant*
- *Gardener and Maintenance Volunteer*



- *Volunteer*
- *Helper*
- *Program Assistant*
- *Volunteers wanted, apply now!*

### Short Description

This should provide a snapshot of your volunteer role. Start with an attention-grabbing opener, followed by key details about the organisation, the program or the role, and try and keep it under 100 words!

*Make a difference to the day of an older person with a friendly conversation, become a Community Visitor today! The Community Visitor's Scheme provides valuable companionship, connection and support to older people living in aged care facilities.*

### Detailed Description

Make sure to include all the important information relevant to the role, use clear language and break up text into paragraphs or dot points. Some things to include are:

- A brief overview of your organisation, e.g. your mission statement, program or services
- A detailed description of the volunteer role and the tasks/activities it will involve
- A statement encouraging people to become involved

*The Community Visitors Scheme's aims to alleviate social isolation for older people living in aged care facilities. Our team of volunteers visit 100s of residents each week, and provide valuable conversation, community connection, and friendship.*

*As a Community Visitor you will be matched with a resident, and then visit them for an hour or two on a weekly or fortnightly basis. When visiting, you can chat, swap stories, play games, read books, watch movies, or have a coffee at the facility's cafe. You will be provided with training and on-going support by a Volunteer Voordinator.*

*Submit an expression of interest today and change the life of an older person!*