Suggested template for volunteer role description

Disclaimer: this document has been produced by the Department for Education. It is provided to volunteer coordinators at sites as a suggestion.

This file was updated on 22 June 2018. You have downloaded it from

<https://edi.sa.edu.au/operations-and-management/school-preschool-and-fdc-admin/managing-volunteers/>

#  Volunteer role description

## Your role

<insert title>

## Location

<location at the site, for example canteen, classroom 2 Green, kitchen garden >

## Start date (and end date if known)

<date month year to date month year>

## Hours per week

<details of the usual hours per week, if any>

## Key skills

* skill 1
* skill 2

## Main duties

* duty 1
* duty 2

## Aims of the role

* aims 1
* aims 2

## What you need before you start

As well as the usual minimum requirements in the Department for Education volunteer policy and procedure, you must have:

* <add anything needed>

## Supervision and safety

You need to:

* <add anything else needed>
* always have a staff person present
* make sure everyone is safe.

## What we expect from you

* Treat everyone fairly and with respect.
* Include students of all abilities, ages, genders, and ethnic backgrounds.
* Be a good role model for the students.
* Show enthusiasm and enjoyment – make it fun.

## Any other special conditions

<please describe>

Volunteer reports to: <insert name of site leader or their delegate>

Contact person: <insert name and number of contact person>

Role review date: / /