

# 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 search results for 'Secretary' in Adelaide SA. The search filters are set to 'Adelaide SA 5000 +15km'. The results list 'Secretary for ABC Friends SA/NT - Community Services' as the top result. A red box highlights the position title 'Secretary' and its 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 title, and another red arrow points from 'Short Description' to the description text.

**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 GoVolunteer. The page includes a navigation bar, search filters, and a detailed description of the role. A red box highlights the 'About this opportunity' section, which describes the role as 'Older, frail people living in Aged Care Facilities can experience social isolation and one to one social visits offering friendship & chats or sharing a common interest, can make a real difference.' A red arrow points from the text 'Detailed Description' to this section.



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 Coordinator.*

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