

Sample Volunteer Position Description

Legal information for community organisations

This is a generic volunteer position description that has been developed as an example only.

This document does not constitute legal advice and may not be appropriate for every organisation.

A position description should be tailored to your organisation's particular needs and circumstances as well as those of its volunteers. Of course, the position may evolve and change over time and this can be reflected in amendments to the Volunteer Position Description.

Volunteer Position Description

Volunteer role:	Graphic Design Volunteer
Purpose:	The Graphic Design Volunteer will provide assistance to the marketing and communications team with creating and updating design elements across the organisation.
Supervision:	The Graphic Design Volunteer is supervised and all work produced is signed off by (insert name/s/ and role/s in the organisation).

Duties and responsibilities:

- Helping the communications and marketing team with graphic design elements for online and printed publications, including:
 - helping to format organisational reports
 - helping to liaise with web developers regarding design and content of website
 - helping to develop social media graphics, and
 - helping with other tasks as allocated by supervisor/s from time to time.

TIP

It is important to clearly define the role and tasks of your volunteers in a written document and specify any prohibited actions (where applicable):

- it manages expectations and provides a clear focus for the volunteer
- it can serve as a useful reminder of the volunteer's agreed contribution to the organisation
- it can help determine whether or not the volunteer was in fact acting outside the scope of their role, in particular, where injury, loss or harm as resulted from their actions (or inaction). In certain circumstances, your organisation could be held liable (legally responsible) for the actions of your volunteers. Generally, this will not be the case if the volunteer is acting outside the scope of the work organised by the organisation or contrary to any instructions given by the organisation in relation to the provision of the service.

For more information about the legal responsibility of your organisation for the actions of its volunteers, go

to Not-for-profit's Law's fact sheet Safety, risk management and volunteers on the Information Hub at www.nfplaw.org.au/volunteers.

CAUTION

Like in a Volunteer Agreement, be clear and consistent in the use of 'non-employment' type language, for example:

- ✓ use terms such as 'volunteer', 'we would be pleased if you would', 'help to', 'provide assistance'
- ✗ avoid terms such as 'job', 'work', 'you must', 'required', 'responsible for'

For more information about distinguishing between a volunteer and employment relationship, go to Not-for-profit Law's fact sheet Volunteer, employee or independent contractor on the Information Hub at www.nfplaw.org.au/volunteers.

Volunteer shifts:

This role has flexibility in timing, commencing on 5 June 2017. We would be pleased if the volunteer attends (**insert organisation's name**) one day a week for 6 months. The volunteer and (**insert organisation's name**) will then reconsider this volunteer role based on the capacity of the volunteer to assist on an ongoing basis and the needs of (**insert organisation's name**).

TIP

While both the organisation and volunteer need some certainty around when the volunteer will be volunteering, it is also important to demonstrate a certain amount of flexibility with the volunteer's shifts. Remember, a key aspect of a genuine volunteer relationship is that either the volunteer or organisation can walk away from the arrangement at any time.

Volunteer role location:

The volunteer will work at the Melbourne office of the organisation, at (**insert organisation's address**). The volunteer is responsible for arranging transport to and from this address.