

Volunteer Position Descriptions Guide

Created by Ian Chian, CVA

Tools to have ready



Your organization's website



**Program
handbooks/brochures/etc**



An open word document

What Volunteer Role?

- Current need?
- Existing role that can be updated?
- New volunteer role?

How to use this guide:

Each page will provide guidance on what information can be included in your volunteer position.

Explanations of each heading will outline why and how this information helps in your volunteer engagement work.

Volunteer Position Name

- Create an **eye catching** and **descriptive** volunteer position title for your role.
 - Be careful not to exaggerate the name of the role as it can either misrepresent the role or deter a more apprehensive applicant.
- When creating support roles for a specific program that have a very wide range of duties a simple title of “Program Name” Volunteer works.

Examples:

*Seniors Lunch Kitchen Volunteer, 1-1
Seniors Visitation Volunteer, Volunteer
Driver, Technology Coach*

Volunteer Role Description Summary

- Write a **short blurb describing the role in plain English**.
 - If you were to describe this role to someone verbally, this is what you would normally say. Having the role presented in this way generally allows you to add descriptors in different ways.

Example:

*The **Conference Support Volunteer** will be part of a volunteer team to support the Summit on Aging Conference in a wide range of tasks and to create a great experience for attendees. We are looking for volunteers who have great interpersonal skills, are friendly, organized, and punctual. Please see below for more details on tasks.*

Clipboard Font Paragraph Styles Editing Adobe Acrobat Voice Sensitivity Add-ins Editor Copilot



Conference Support Volunteer

The **Conference Support Volunteer** will be part of a volunteer team to support the **Summit on Aging Conference** in a wide range of tasks and to create a great experience for attendees. We are looking for volunteers who have great interpersonal skills, are friendly, organized, and punctual. Please see below for more details on tasks.

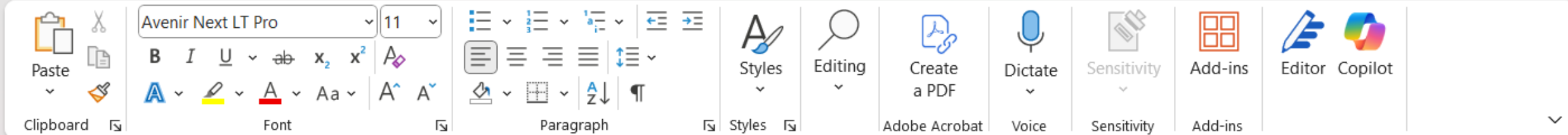
About Us

- Include a **short description of your organization or program** that can be quickly read.
- This information allows volunteers to quickly learn and identify with your organization's mission and understand the how your organization support community.

Example:

The **United Way BC Summit on Aging** is an event focused on addressing the needs and challenges of older adults in British Columbia. The summit brings together community leaders, service providers, and stakeholders to discuss and develop strategies for supporting healthy aging. The upcoming summit is scheduled to take place November 6 & 7, 2024 at the Executive Hotel Vancouver Airport in Richmond, BC.

The summit includes workshops, keynote addresses, and panel discussions on various topics such as social prescribing, ageism, emergency preparedness, and caregiver support. It's a great opportunity for networking and learning about innovative approaches to enhancing the quality of life for seniors.



The **Conference Support Volunteer** will be part of a volunteer team to support the **Summit on Aging Conference** in a wide range of tasks and to create a great experience for attendees. We are looking for volunteers who have great interpersonal skills, are friendly, organized, and punctual. Please see below for more details on tasks.

About the 2024 Summit on Aging

The United Way BC Summit on Aging is an event focused on addressing the needs and challenges of older adults in British Columbia. The summit brings together community leaders, service providers, and stakeholders to discuss and develop strategies for supporting healthy aging. The upcoming summit is scheduled to take place **November 6 & 7, 2024** at the Executive Hotel Vancouver Airport in Richmond, BC.

The summit includes workshops, keynote addresses, and panel discussions on various topics such as social prescribing, ageism, emergency preparedness, and caregiver support. It's a great opportunity for networking and learning about innovative approaches to enhancing the quality of life for seniors.

What You Will Be Helping With

- In this section you **will list out in bullet points** all tasks a volunteer may perform during their shift/role.
 - Including more detail allows applicants to better picture what this role may be like allowing them to opt-in to apply.
 - Be sure to include all tasks you are aware of and include as much clarity as you can.

Example:

- *Meeting room management - check room is organized.*
- *Manage microphones by giving them to and receiving them from delegates in the audience.*
- *Help people in and out of the session.*
- *Seat late entries after the doors have closed.*
- *Replenish supplies.*
- *Help with general information and wayfinding.*
- *Other tasks as required.*

W

AutoSave

Off

Document1 - Wo...

Search

File

Home

Insert

Draw

Design

Layout

References

Mailings

Review

View

Developer

Help

Acrobat

Comments

Editing

Share

Paste

Clipboard

Avenir Next LT Pro

11

B

I

U

x₂

x²

A

A

Font

Paragraph

Styles

Editing

Create a PDF

Dictate

Sensitivity

Add-ins

Editor

Copilot

Adobe Acrobat

Voice

Sensitivity

Add-ins

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

17

hearty aging. The upcoming summit is scheduled to take place ~~NOVEMBER 6 & 7, 2024~~ at the Executive Hotel Vancouver Airport in Richmond, BC.

The summit includes workshops, keynote addresses, and panel discussions on various topics such as social prescribing, ageism, emergency preparedness, and caregiver support. It's a great opportunity for networking and learning about innovative approaches to enhancing the quality of life for seniors.

What you will be helping with:

- Meeting room management - check room is organized.
- Manage microphones by giving them to and receiving them from delegates in the audience.
- Help people in and out of the session.
- Seat late entries after the doors have closed.
- Replenish supplies.
- Help with general information and wayfinding.
- Other tasks as required.

Page 1 of 1

56 of 225 words

English (Canada)

Text Predictions: On

Accessibility: Investigate

Display Settings

Focus

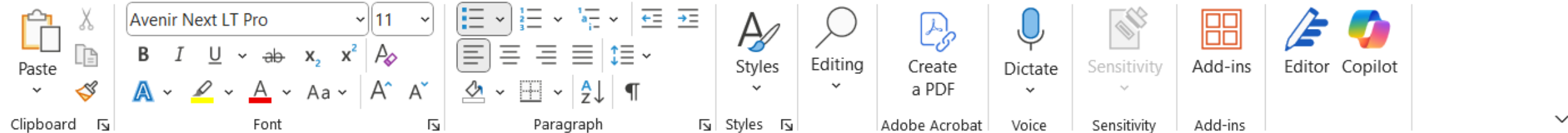
130%

Additional Information / Benefits

- In this section you will list **any other helpful information** for the role that does not fall into duties on a shift.
 - This may include things that are helpful for an applicant to know before hand that will answer questions around support and expectations.
- This is an opportunity to highlight your volunteer recognition program or other meaningful things tied with the volunteer role. This can be optional to your position description.

Example:

- *This role takes place indoors*
- *Volunteer screening to take place before volunteers are accepted into this role.*
- *Parking available on-site, more info to be provided.*
- *Volunteer orientation and training will be provided at the start of your first shift.*
- *Volunteers will have a secure place to store belongings, but it is suggested to leave valuables at home.*
- *Become a member of our volunteer team of over 100 volunteers!*
- *Connecting with a senior and helping them feel like a part of our community*
- *Invitation to volunteer social events*
- *Certificate at various milestones*



- Help with general information and wayfinding.
- Other tasks as required.

Other Helpful Information:

- This role takes place on-site and indoors during the conference.
- Volunteer orientation and training will be provided at the start of your first shift.
- Volunteers will have the opportunity to attend some sessions, and we will do our best to accommodate any requests to attend specific sessions.
- Volunteers are welcome to join conference activities before/after their scheduled volunteer shift.
- Meals and snacks are provided while on shift.
- Parking available on-site, more info to be provided.
- Volunteer T-Shirt provided.
- Volunteers will have a secure place to store belongings, but it is suggested to leave valuables at home.
- **Volunteers are welcome to select multiple shifts.** |

Shift Details

- In this section, include details at a glance for the time commitment required.
- Having clear parameters allows an applicant to determine if they can join this role.
- Include location in this section.
- If you will schedule around the applicant, please indicate this in welcoming language. Invite a conversation with the volunteer so you can reassure any questions.

Example:

*Every Mondays, 3-5pm,
United Way BC Offices, 4543 Canada Way, Burnaby BC V5G 4T4*

Shifts are scheduled based on volunteer availability.

Read Mode

Print Layout

Web Layout

Outline

Draft

Focus

Immersive Reader

☒ Ruler

☐ Gridlines

☐ Navigation Pane

Zoom

100%

One Page

Multiple Pages

Page Width

New Window

Arrange All

Split

Switch Windows

Macros

Properties

ViewsImmersiveShowZoomWindowMacrosSharePoint

- Volunteer orientation and training will be provided at the start of your first shift.
- Volunteers will have the opportunity to attend some sessions, and we will do our best to accommodate any requests to attend specific sessions.
- Volunteers are welcome to join conference activities before/after their scheduled volunteer shift.
- Meals and snacks are provided while on shift.
- Parking available on-site, more info to be provided.
- Volunteer T-Shirt provided.
- Volunteers will have a secure place to store belongings, but it is suggested to leave valuables at home.
- **Volunteers are welcome to select multiple shifts.**

Shift Details

Executive Hotel Vancouver Airport
7311 Westminster Hwy,
Richmond BC V6X 1A3

Available Shifts:

Nov 6, 2024 - 7:30am - 1:30pm (5 Spots)
Nov 6, 2024 - 12:30pm - 4:30pm (12 spots)
Nov 7, 2024 - 8am - 2pm (6 spots)

Call to Action

- **Invite the applicant to respond via your application method along with a timeframe to expect a response.**
- It is important to reply within this time window.
- Invite any questions to explain the role and answer any questions.

Example:

- *Feel free to email us with any questions or click the link below to find our application form. We will get back to you within 2 business days for next steps.*
- *Email us with "Volunteer Driver" in the subject line with your contact information, and any questions and we will get back to you within 2 business days.*

Read Mode

Print Layout

Web Layout

Outline

Draft

Focus

Immersive Reader

☒ Ruler

☐ Gridlines

☐ Navigation Pane

Zoom 100%

One Page

Multiple Pages

Page Width

New Window

Arrange All

Split

Switch Windows

Macros

Properties

Views

Immersive

Show

Zoom

Window

Macros

SharePoint

- Volunteers will have a secure place to store belongings, but it is suggested to leave valuables at home.
- **Volunteers are welcome to select multiple shifts.**

Shift Details

Executive Hotel Vancouver Airport
7311 Westminster Hwy,
Richmond BC V6X 1A3

Available Shifts:

Nov 6, 2024 - 7:30am - 1:30pm (5 Spots)
Nov 6, 2024 - 12:30pm - 4:30pm (12 spots)
Nov 7, 2024 - 8am - 2pm (6 spots)

How to Apply for this Role:

For more [information](#) please contact healthyaging@uwbc.ca or call (604) 123-4567. We will be happy to answer any questions or talk to you about formal next steps to volunteer for this role.

Final Review & Questions to Ask Yourself

Use these questions to revise your position description and identify any gaps that you may have missed.

- ☐ Have I answered any questions that a volunteer may ask? *Dress code? Parking? Etc.?*
- ☐ Is there enough information that will help an applicant to imagine themselves in this role?
- ☐ Have I clearly explained how this role helps community/our clients/ etc..?
- ☐ If I shared this with someone who unfamiliar with the work, would they understand the need?

Conference Support Volunteer

The **Conference Support Volunteer** will be part of a volunteer team to support the **Summit on Aging Conference** in a wide range of tasks and to create a [great](#) experience for attendees. We are looking for volunteers who have great interpersonal skills, are friendly, organized, and punctual. Please see below for more details on tasks.

About the 2024 Summit on Aging

The United Way BC Summit on Aging is an event focused on addressing the needs and challenges of older adults in British Columbia. The summit brings together community leaders, service providers, and stakeholders to discuss and develop strategies for supporting healthy aging. The upcoming summit is scheduled to take place **November 6 & 7, 2024** at the Executive Hotel Vancouver Airport in Richmond, BC.



The summit includes workshops, keynote addresses, and panel discussions on various topics such as social prescribing, ageism, emergency preparedness, and caregiver support. It's a great opportunity for networking and learning about innovative approaches to enhancing the quality of life for seniors.

What you will be helping with:

- Meeting room management - check room is organized.
- Manage microphones by giving them to and receiving them from delegates in the audience.
- Help people in and out of the session.
- Seat late entries after the doors have closed.
- Replenish supplies.
- Help with general information and wayfinding.
- Other tasks as required.

Other Helpful Information:

- This role takes place on-site and indoors during the conference.
- Volunteer orientation and training will be provided at the start of your first shift.
- Volunteers will have the opportunity to attend some sessions, and we will do our best to accommodate any requests to attend specific sessions.
- Volunteers are welcome to join conference activities before/after their scheduled volunteer shift.
- Meals and snacks are provided while on shift.
- Parking available on-site, more info to be provided.
- Volunteer T-Shirt provided.
- Volunteers will have a secure place to store belongings, but it is suggested to leave valuables at home.
- **Volunteers are welcome to select multiple shifts.**



Shift Details

Executive Hotel Vancouver Airport
7311 Westminster Hwy,
Richmond BC V6X 1A3

Available Shifts:

Nov 6, 2024 - 7:30am - 1:30pm (5 Spots)
Nov 6, 2024 - 12:30pm - 4:30pm (12 spots)
Nov 7, 2024 - 8am - 2pm (6 spots)

How to Apply for this Role:

For more [information](#) please contact healthyaging@uwbc.ca or call (604) 123-4567. We will be happy to answer any questions or talk to you about formal next steps to volunteer for this role.

Role Last Revised/Created: August 27, 2024

