

Appendix E – Task Description template

Insert your organisation name / logo

Volunteer Task Description

Could also be called a Volunteer Job / Assignment or Role Description

Role Title: *e.g. Volunteer – Exhibition support*

Responsible to: *Name of person managing the volunteer*

Key relationships: *e.g. The Volunteer Co-ordinator
The Event Marketing Co-ordinator
Other staff volunteers*

Purpose and tasks:

Our organisation provides/ is planning an event **xxxx**.....

This means we want to provide our visitors / members / artists:

- friendly, welcoming, interesting unique and experiences
- show the works
- attract

Your tasks will be to:

- welcome visitors
- support the artists
- assist with mail outs and fund raising.

Or

You assist with **xxxx** event / exhibitions / project... knowledge experience, for the roles.

Key skills:

It is acknowledged that not all candidates will have all of the skills, knowledge or experience:

- interpersonal communication
- warm, friendly, polite pleasant well organised
- able to use computer software
- able to give information about ...
- able to operate
- experience of **xxxx** cultures...
- some knowledge of the content / Act, forms...

Time commitment involved: _____

Volunteer Task Description prepared: June 2014