Job Description Template - Event Volunteer

# About the organization:

Provide a detailed description of your community sport organization, including its mission, mandate, and values. Explain the board governance model adopted by the organization- Policy, Competency, Advisory etc. Explain the role and functions of the volunteer Board of Directors, its responsibilities, and its impact on the success of the sport organization.

# About the role:

**Position:** The role or position required for the event (for example: Security, Timekeeper, First Aid Attendant)

**Event details:** Dates, time, location

**Description of role:** Provide a detailed explanation of the role, including daily tasks, who the volunteer reports to, and what purpose this role serves in the organization.

**Required skills, knowledge, and experience:** Provide a list of qualifications that would be of benefit for this event (for example, extensive knowledge of the structure of tournaments, rules of the sport, experience as a participant, coach or official, etc.). Additionally, outline any certifications and/or courses that may be required for certain roles (first aid, vulnerable sector checks, etc.)

**Time commitment:** Provide specific requirements for the number of hours required for the role, frequency, and expectations with regards to shift times and days of the week (ex. Weekday evenings, two weekend mornings a month).

**Training opportunities:** Provide logistics for any pre-event training that may be required for volunteers in their specific roles. Provide tentative dates, times, locations, and any other important details about training opportunities.

**Volunteer benefits:** Volunteer Benefits are a component of volunteer appreciation. Detail any perks volunteers may receive for volunteering (for example, parking pass, discounted admission for family

members, event uniform, etc.)

**How to apply:** Explain what is required to complete an application for the volunteer role (for example, resume, cover letter, proof of certifications), and submission details (organization’s website, email to volunteer coordinator, google form, etc.). Provide a clear application deadline date and time.

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