

Guide to Completing Position Descriptions

Volunteer Position Description

To ensure the advertisement we post on www.govolunteer.com.au on your behalf is clear, accurate, appealing, and appropriately targeted, we ask that you take care to be accurate with key features of the advertisement, such as 'Position Title' and the nature of the work involved relative to the field of employment identified.

The following guide should assist in this respect, by highlighting conventional terms used to describe employment fields and positions within those fields. Examine these pages carefully before completing the Volunteer Position Description form on pages 5 & 6. An accurately worded advertisement is of considerable value in attracting the right volunteers to meet your specific needs.

Where a limited number of positions exist within your organisation, but a variety of different roles are possible, select for your advertisement the Position Title which best represents your organisation's most immediate needs. Additional duties can be referred to in the body of the advertisement.

POSITION TYPE (EMPLOYMENT FIELD)

• POSITION TITLES

Example Duties (selected positions only)

AGED CARE:

- **ACTIVITIES CO-ORDINATOR**
- **ACTIVITIES OFFICER/ASSISTANT**
- **AGED CARE ASSISTANT**
- **COMPANION (AGED CARE)**

ANIMAL CARE:

- **WILDLIFE CARER**
- **ANIMAL CARER (FULL/PART-TIME)**
- **DOG WALKER**
- **KENNEL ATTENDANT**

ARTS/CRAFTS/PERFORMANCE:

- **ARTIST**
- **CRAFTSPERSON**
- **ARTS/CRAFTS TUTOR/INSTRUCTOR**
- **PERFORMANCE ARTIST**

BOOK-KEEPING/ACCOUNTS:

- **BOOK-KEEPER**
- **ACCOUNTS CLERK**
- **ACCOUNTANT**

CHILD CARE/YOUTH WORK:

- **CHILD CARE WORKER/ASSISTANT**
- **FOSTER CARER**
- **YOUTH WORKER**
- **MENTOR**
- **ACTIVITIES SUPERVISOR**
- **COACH/COACHING ASSISTANT/UMPIRE**

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CLEANING/GENERAL MAINTENANCE WORK:

- **CLEANER**
- **HANDYMAN**
- **MAINTENANCE ASSISTANT**

COMPUTING/INFORMATION TECHNOLOGY:

- **COMPUTER TECHNICIAN/PROGRAMMER**
- **I.T. ADVISOR/SUPPORT WORKER**

Example Duties: Computer Network Maintenance; Database/Website Design/Maintenance

COUNSELLING/MEDIATION/ADVOCACY/TRANSLATION:

- **LEGAL COUNSELLOR**
- **RELATIONSHIP/BEREAVEMENT COUNSELLOR**
- **DRUG & ALCOHOL COUNSELLOR**
- **TELEPHONE COUNSELLOR**
- **TRANSLATOR**

DISABILITY SUPPORT/PERSONAL CARE:

- **PERSONAL CARER**
- **DISABILITY SUPPORT WORKER/ASSISTANT**
- **PHYSIOTHERAPY/HYDROTHERAPY ASSISTANT**

DRIVING (CAR/BUS/OTHER VEHICLE):

- **DELIVERY DRIVER (MEAL DELIVERY etc.)**
- **BUS DRIVER**
- **COURIER**
- **DRIVER'S ASSISTANT (RUNNER)**

EMERGENCY SERVICE/SAFETY LIAISON:

- **EMERGENCY SERVICE OFFICER/ASSISTANT**
- **SAFETY LIAISON OFFICER**

EVENTS MANAGEMENT (COMMUNITY EVENTS)/PROJECT CO-ORDINATION:

- **EVENT CO-ORDINATOR/ORGANISER**
- **MARSHALL (CROWD CONTROL)**
- **FIRST AID OFFICER**
- **PROJECT CO-ORDINATOR/PROJECT OFFICER**

FUNDRAISING/PROMOTIONS:

- **FUNDRAISER/FUNDRAISER'S ASSISTANT**
- **PROMOTIONS ASSISTANT**
- **COLLECTIONS OFFICER (DOOR-TO-DOOR)**

GALLERY/MUSEUM/THEATRE WORK:

- **GALLERY ASSISTANT**
- **GALLERY/MUSEUM CUSTODIAN**
- **MUSEUM GUIDE**
- **THEATRE USHER**
- **PROGRAMME SELLER**

GARDENING/NURSERY/CONSERVATION WORK:

- **GARDENER**
- **NURSERYHAND**
- **GROUNDSPERSON**
- **CONSERVATION WORKER**
- **LANDCARE WORKER/ASSISTANT**
- **ENVIRONMENTAL PROTECTION OFFICER**

HOSPITAL/ALLIED HEALTH WORK:

- **SPEECH/ OCCUPATIONAL THERAPIST**
- **PHYSIO-/HYDROTHERAPIST**
- **NURSING ASSISTANT**
- **HOSPITAL SUPPORT WORKER**
- **TROLLEY OPERATOR**

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HOSPITALITY/FOOD SERVICE:

- **COOK** • **KITCHEN HAND** • **COFFEE LOUNGE ATTENDANT**
- **CAFETERIA ASSISTANT** • **KIOSK ATTENDANT**

Example Duties: Cooking; Food Preparation; Table Waiting; Dishwashing etc.

INFORMATION MANAGEMENT/LIBRARY SERVICES:

- **ARCHIVIST** • **RECORDS MANAGEMENT ASSISTANT** • **LIBRARIAN**
- **LIBRARY ASSISTANT** • **CATALOGUING ASSISTANT**

MANAGEMENT/COMMITTEE WORK:

- **MANAGER/ASSISTANT MANAGER** • **COMMITTEE MEMBER**

MEDIA WORK/PUBLIC RELATIONS/MARKETING:

- **RADIO BROADCASTER** • **BROADCASTING ASSISTANT** • **PRODUCTION ASSISTANT**
- **COMMUNITY T.V. PRESENTER** • **PUBLIC RELATIONS/MARKETING ASSISTANT**

OFFICE ADMINISTRATION/CLERICAL WORK:

- **OFFICE CO-ORDINATOR/ADMINISTRATOR** • **ADMINISTRATIVE ASSISTANT**
- **PERSONAL ASSISTANT**

Example Duties: Office Organisation; Records/Resource Management; Staff Supervision; Computer Operation (Word Processing/Graphics/Spreadsheets etc.)

- **CLERK/CLERICAL ASSISTANT** • **OFFICE ASSISTANT**

Example Duties: Filing; Sorting; Mail In/Out; Typing; Data Entry; Photocopying etc.

RECEPTION/INFORMATION SERVICE PROVISION:

- **RECEPTIONIST** • **INFORMATION DESK ATTENDANT**
- **INFORMATION SERVICE ASSISTANT**

Example Duties: Face-to-Face/Telephone Inquiries; Message-taking; Information Provision etc.

RESEARCH/WRITING/EDITING:

- **RESEARCH ASSISTANT** • **WRITER/COPYWRITER** • **EDITOR** • **PROOFREADER**
- **PUBLISHING ASSISTANT**

RETAIL/CUSTOMER SERVICE:

- **SHOP ASSISTANT** • **CUSTOMER SERVICE ASSISTANT** • **SALES ASSISTANT**

SOCIAL SUPPORT/RESPITE CARE/HOME VISITING:

- **RESPITE CARER** • **HOME VISITOR** • **HOME CALLER (TELEPHONE CONTACT)**
- **COMPANION/TELEPHONE COMPANION** • **ACTIVITIES CO-ORDINATOR**
- **ACTIVITIES ASSISTANT (SOCIAL OUTINGS)**

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STOCK CONTROL/STORES/WAREHOUSE WORK:

- **STOCK CONTROLLER**
- **STOREMAN**
- **WAREHOUSE ASSISTANT**

Example Duties: Packing; Sorting; Labelling; Machine/Forklift Operation etc.

TEACHING/TRAINING:

- **LANGUAGE/LITERACY TEACHER**
- **MATHEMATICS/SCIENCE (etc.) TUTOR**
- **COMPUTER TRAINER**
- **TEACHER'S AIDE**

TECHNICAL/MECHANICAL/TRADES WORK:

- **TRADESPERSON (ELECTRICIAN/CARPENTER/MECHANIC etc.)**
- **TECHNICIAN (SOUND ENGINEER; GRAPHIC DESIGNER etc.)**

OTHER:
