

## **Volunteer Administrators Networking Meeting**

**February 3<sup>rd</sup>, 2021**

**9:30-11:00**

### **Job Descriptions for Volunteers**

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Attendees: 29

Welcome from the Executive Committee

***Judy Dancause – Chair***

***Juliette Labossiere – Vice Chair***

***Jane Schoones – Membership Coordinator***

***Carilyne Hebert – Executive Director of the Social Development Council of Cornwall and Area.***

***Kaitlyn Legue – Secretary***

**First Guest Speakers - Corrie D'Alessio and Linda Rogers** – Slideshow presentation on volunteer position descriptions. Presentation can be found on <https://sdccornwall.ca/volunteer-administrators-network/>

- How organizations have shifted their view on what volunteers do vs. staff
- Not recruiting volunteers for one task but for an actual roll in your agency.
- Using the term “position description” and staff would be “job description” – still shows the importance.
- Volunteers sign position descriptions to refer to if needed.
- Risk as it relates to volunteer descriptions – when developing positions “what level of risk is the volunteer doing and what level of risk is your agency willing to take?”
- If you accept a volunteer into a roll, you should honor that roll and make sure that is the job they are doing.

**Second Guest Speakers - Judy Dancause & Jane Schoones – How to write a good description:**

Elements of a good job description can include:

- job title - should reflect accurate description of role.
- organizational mission statement
- duties & responsibilities /overview of expectations
- time requirements (weekly, monthly or for specific event start - end date)
- location & address
- working environment - physical requirements, dress code
- skills & qualifications
- orientation training - what time commitment for training is.
- supervision & support - whom to report to.

### **Resources and links for building descriptions:**

- Volunteer Ottawa & VOLUNTEER CANADA memberships can be purchased.
- Volunteer Ottawa - Write Good Job Descriptions – Job Description Template  
[https://www.volunteerottawa.ca/cgi/page.cgi/blog.html/VO\\_Blog/2018-03-27\\_Job\\_Description\\_Template](https://www.volunteerottawa.ca/cgi/page.cgi/blog.html/VO_Blog/2018-03-27_Job_Description_Template)
- Volunteer Ottawa - The Performance Management Cycle  
[https://www.volunteerottawa.ca/cgi/page.cgi/zine.html/VO\\_Blog/2018-01-17\\_Performance\\_Management\\_Cycle](https://www.volunteerottawa.ca/cgi/page.cgi/zine.html/VO_Blog/2018-01-17_Performance_Management_Cycle)
- Write a Job Description Volunteers Will Love  
<https://www.thebalancesmb.com/how-to-write-job-description-volunteers-will-love-2502599>
- Volunteering and the Law - Research and Policy - Volunteer Canada  
<https://volunteer.ca/index.php?MenuItemID=372>
- Best of All by Linda Graff
- Professional Association of Volunteer Leaders for Ontario (PAVRO) – memberships available.

### **Round Table Updates**

- Agencies have been able to welcome placement students back.
- Planning virtual events for volunteer appreciation.
- Shorter meetings monthly or longer meetings bimonthly

**Next Meeting: Wednesday March 3<sup>rd</sup> 2021**