General Volunteer Job Description Template

Role Title (*state here if the role is voluntary*)

Location: e.g. *Athens, Greece*
Duration: e.g. *minimum 12 weeks*
Age requirements: e.g. *21+*

Role summary:

This text should include a short description of the role as a whole and provide an overview of what your charity is looking for. Make sure to include:

- Target experience of the applicants
- Qualifications required for the role
- What the role can offer (expectations on activities, support provided etc)
  We are seeking a highly motivated and dedicated/experienced individual for the role of… This position offers an excellent opportunity to gain hands-on experience in the field of… You will play a key role in… If you are passionate about…, eager to contribute to a meaningful cause, and looking for an opportunity to grow in a fast paced and rewarding environment, we encourage you to apply!

Responsibilities: *(Short points of generic and/or specific responsibilities of the position) e.g.:*

- *Administrative Support*
- *Volunteer support and development*
- *Volunteer coordination*
- *Monitoring and evaluation*
- *Conducting/preparing classes*

Requirements & Competencies: *(any requirements or qualifications) e.g.:*

- *Minimum age…*
- *Clean criminal record*
- *Available for a minimum of…*
- *Education: University degree in Education or a related field*
- *Proficiency in Technology: Strong computer literacy, including proficiency in using*
- *Language… (Excellent written and verbal communication skills in English, knowledge of Greek, French, German, Farsi, Arabic, Pashto, Dari, or other context-relevant languages highly advantageous)*
- *Strong interpersonal and adaptability skills*
- *Knowledge of humanitarian context…*
- *VISA requirements*

Any additional information:
This could include opportunities for reimbursement, car requirements, accommodation, or any other information important for the role.
Make sure to include here whether a VISA is required for the role or not and any support your charity might be able to provide on this matter.

How to Apply

This section can include steps on how to apply for the role with your organisation. This can be a link to a webpage, application form, or email.

About *(your organisation)*
This section can include a short description of your organisation, including its mission, values, where you are based etc.