

	ROLE CREATION & POSITION DESCRIPTION DEVELOPMENT	Policy # A&O (7c)
Policy Name:	Role Creation & Position Description Development	
Division:	Volunteers	
Subheading:		
Approval Date:	June 12, 2024	

ROLE CREATION AND POSITION DESCRIPTION DEVELOPMENT

INTENT

This is a HabitatWR staff policy intended to inform role creation & position description preparation by HabitatWR staff. It is provided to volunteers for informational purposes.

To ensure the creation of meaningful, effective volunteer roles to support HabitatWR's activities by following a formal, standardized process to ensure appropriate representation and volunteer assignments.

POLICY

HabitatWR staff will create volunteer roles following the appropriate procedure. They will ensure that all roles are assessed for risks and determined necessary for project work and will provide fulfilling opportunities for volunteers to help HabitatWR achieve the mission.

Position descriptions will be developed following a standard template that will be reviewed and updated regularly to ensure clarity and consistency.

DEFINITIONS

“Role creation” is the first step in determining the need for a volunteer and should always be considered before writing the position description.

“Risk assessment” is the act of determining what could happen, why, and how.

“Position description” is the written declaration of the volunteer's activities (responsibilities), qualifications (skills, experience needed), and requirements (abilities, time, screening, etc.).

This position description can also be used as the position posting for recruitment purposes.

RESPONSIBILITY

Volunteer Responsibilities

All volunteers should refer to and compare the position description as written to the reality of their roles during or after their engagement to ensure the accuracy of the role-creation process. Volunteers should be asked for thoughts on the process and can contribute ideas for future revisions.

Staff Responsibilities

Any staff member looking to engage volunteers must follow the role creation and position description development process (see: A&O Procedure 7.1). The Manager of Volunteer Engagement and related staff members work together to determine the need for the role, perform the risk assessment, and prepare the position description.

The Manager of Volunteer Engagement is responsible for determining and overseeing the steps of role creation and the position description template, which must be reviewed yearly.

REFERENCES

A&O Procedure 7.1 Role Creation and Position Description Development