[TEMPLATE] ROLE DESRIPTION

Role title: Enter name of volunteer role

Reporting to: Name of organisation/office/department to whom volunteer is answerable

Start date:

Click or tap to enter a date.

End date:

Click or tap to enter a date.

Average commitment: e.g. number hours per week

Location: (e.g. on campus, online, both)

Working with: (use this to specify if volunteer will be working alone/with staff/in pairs etc.)

Core responsibilities:

* (e.g. tours, facilitation, arranging meetings) Be specific about minimum numbers in group, number of events to be arranged etc.)

Training offered:

* (e.g. active listening, group facilitation skills)

Essential volunteer attributes:

(e.g. skills/experience required, personality, availability etc.)

Support available:

(e.g. staff on call, debrief, head mentors/team leaders etc.)

Benefits for participants:

* (e.g. support their transition, help them to connect to fellow students, help them find their feet etc.)

Benefits for volunteers:

* (e.g. contribute to campus community, references, ECTS etc.)

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