

# VOLUNTEER POSITION DESCRIPTION

## Risk Assessment & Policy Considerations

This template supports volunteer position descriptions to include risk assessments and policy considerations. Aligning the various responsibilities of volunteer positions with potential risks and related policies can inform the screening processes and the development and/or refinement of policies.

**POSITION TITLE:** \_\_\_\_\_

### POSITION DETAILS

### RISKS

### POLICY

<p><b>PURPOSE OF POSITION</b>  <i>What is the purpose or key function of the position?            How does the position support organization mission and goals?</i></p>	<p><b>Remember:</b> <i>When determining risks, it is important to consider the duty of care required for the organization, position, clients, and supervision.</i></p>	<p><b>Remember:</b> <i>It is important to ensure policy reflects practice and practice reflects policy.</i></p>
<p><b>DUTIES / ACTIVITIES</b>  <i>What duties and/or activities will the volunteer perform?            What experience, skills, and/or qualifications are required?</i></p>	<p><i>What risks are associated or involved in this position and situation? (Consider activity, clients/participants, setting, other relevant factors, etc.)</i></p> <p><i>What would a reasonable person of average judgment, skill, and experience be expected to do, or not to do in this situation?</i></p> <p><i>What potential consequences of an action - or lack of action - can be foreseen?</i></p>	<p><i>Is there an existing policy that addresses the potential risks? If not, what might be included in policy?</i></p> <p><i>How does the policy mitigate the risk?</i></p> <p><i>What is the procedure to carry out the policy?</i></p> <p><i>What is the scope of the policy (does it cover the board, organization, a specific volunteer role, all volunteer)? Does the policy align with bylaws?</i></p>
<p><b>CLIENT / PEOPLE SERVED</b>  <i>Describe the people who the volunteer will be serving and in contact with.</i></p>		<p><i>Does the policy cover organizational duty of care? Does the policy fall under legislation (Health Information Act, Freedom of Information and Privacy Act, Personal Information Protection Act)?</i></p>
<p><b>LOCATION / SETTING</b>  <i>Where will the work take place?</i></p>		<p><i>Are there any considerations required by stakeholders (funders, insurance, etc.)?</i></p>
<p><b>TIME COMMITMENT</b>  <i>What is the length of time and level of commitment is required of the volunteer?</i></p>		
<p><b>SUPERVISION / TRAINING / ORIENTATION</b>  <i>Describe the supervision, training/orientation for the position.</i></p>		
<p><b>OTHER DETAILS</b>  <i>Describe anything else that is unique about the position.</i></p>		