

How to Write a Volunteer Role Document

The Volunteer Role Document can be used by event organizers to define volunteer roles, and recruit and train volunteers.

Be sure to include the following items in your volunteer role document:

- Goal of the event
- Position title(s)
- Qualifications
- Description of duties
- Description of your waste diversion program that volunteers will be using
- Checklist of duties to complete, if applicable

See EXAMPLE VOLUNTEER ROLE DOCUMENT on page 2 below

Volunteer Role Document – EXAMPLE

*Edit or remove text highlighted in grey before using this example document

The following can be customized into a document based on your specific event parameters to review with and give to each volunteer that will be at the waste stations.

Green Team Volunteer Job Description

Goal of the event: To ensure that 90% of the waste from this event is diverted from the landfill.

Position Title: Green Team Volunteer

Qualifications:

- Strong communications skills
- Knowledge of recycling and composting in the area
- Friendly and outgoing

What does the Green Team do?

Green Team volunteers reduce waste at events by educating and informing attendees about the how to divert the different types of waste generated at the event.

Each waste station will have bins for:

- Recycling
- Garbage
- *Depot items / Returnables
- *Compost

*Depending on the event and availability of bins

Volunteer Role and Responsibilities

Your role is to oversee a waste sorting station during your shift, helping to educate people about what is compostable, recyclable, or reusable when they come to dispose of their waste at your station.

- Greet everyone who comes to the waste station with a big smile and say hello. Take a look at what they are throwing away. Tell them you are a Green Team volunteer and that the event's goal is to: **Reduce the amount of waste heading to the landfill by 90%.**
- If someone throws something in the wrong bin, kindly let him or her know the correct action for next time. Put on a pair of gloves, get it out, and put it in the correct bin.
- Periodically look in your bins to make sure there is no contamination.
- The goal is to separate materials as they are being disposed of (i.e. at the source) during the event, not after the event is over.
- Take care to not let your bags get too heavy to lift.
- Full bins can be taken to a designated waste area.
- If your event is conducting a waste audit, inform your waste auditor that your bins are full. The waste auditor will count the bags based on how full they are and note down the bag size.
- Do not throw a bag of garbage directly into a dumpster. Everything must be recorded first. Once a bag has been counted, label it with a sticker, indicating it's okay to toss it into the dumpster.