



Community Sport Volunteer Role Template

This template is designed to help grassroots sport organizations clearly define volunteer leadership roles. Clear role descriptions help recruit volunteers, support them in their responsibilities, and ensure continuity when leadership transitions occur.

Role Title:

Primary Purpose of the Role:

Key Responsibilities (daily, weekly, monthly, seasonal):

Decision Authority (what decisions this role can make):

Collaboration (which roles this person works with):



Skills or Experience That Are Helpful:

Estimated Time Commitment (pre-season, in-season, off-season):

Key Dates or Activities During the Season:

Resources or Tools Used in the Role:

Transition Notes for the Next Volunteer:

Tip: Organizations should review and update role descriptions annually. This helps ensure responsibilities remain clear and volunteers feel supported.