The Team Volunteer Role Card

Give willing service a clear task and boundary.

A volunteer duty needs approval, a defined scope, usable supplies, and a confirmed handoff.

Example: an approved parent helper sets out meeting handouts at the agreed time. Private eligibility questions go to the coordinator, and unused materials are returned to the labeled storage location.

01 Define the duty

Offer a task someone can accept.

Specific permitted task

Time and place

Completion point

Volunteer acceptance confirmed

02 Confirm the limits

Keep authority with the proper role.

Program approval owner

Required approval or training

Decision outside this duty

Approved contact for questions

The Team Volunteer Role Card / Review & follow-through

03 Prepare the work

Supply what the duty requires.

Materials and access route

Written task instructions

Prior adult handoff needed

Authorized information boundary

04 Confirm the handoff

Plan absence and completion.

Absence contact route

Approved backup arrangement

Completion actually checked

Role clarification for next time