

- **Start out with an enticing and eye-catching volunteer position title**
- **Next use a positive phrase related to your organisation's core business or use part of your vision statement at the top of the add in *Italics***

At XYZ Community Hub we provide support to those in our community seeking assistance with...

- **Write a few sentence's (paragraph) explaining who you are and what you do**

At XYZ Community Organisation we work with community to...

- **Describe the role on offer for the Volunteer**

Provide a full description of the role for this volunteer opportunity – including:

- ✓ *What the role involves*
- ✓ *Any specific skills that are required*
- ✓ *The hours the volunteer will be required*

- **Include your organisation's contact details**

This includes how a potential volunteer should apply for the role

- **Make sure you include any other requirements**

Such as needing to undertake a Working with Children Check (if required)