

How to write a great volunteer opportunity

Small details can make a big difference when writing a volunteer opportunity. Use these simple tips to attract the right volunteers and help your opportunity stand out.



An Engaging Title

DO: Describe the task they will be doing and keep it succinct.

DON'T: Use the word 'volunteer' in your title, instead try descriptive words like assistant, support, specialist, enthusiast, coordinator, guide or leader.



Detailed Description

Here's your opportunity to say more. We recommend you include a detailed outline of –

- Your Organisation
- The Opportunity
- The social impact your organisation and this opportunity will have
- Traits you're looking for in a volunteer (skills, experience, attitude)
- Clearly articulate the expected commitment (mostly time, but anything else that you need them to commit to)



Search Summary

When you post your role on SEEK Volunteer, we use AI to automatically create clear, engaging summaries based on the detailed description you provide.



Other Handy Tips

- Complete all the fields that appear in the rest of the form.
- Put yourself in the shoes of the volunteer and remember they don't have the knowledge you have.
- Run a draft past someone who knows nothing about the volunteer opportunity and get their feedback.
- If you have an idea on how to improve your text once you've written it, make sure you jump back in and update it. You can do this at any time.