**Equipment Requirements for Volunteer Roles**

In order for your volunteers to be able to fulfil their roles they need to have the right equipment available to them. This document will help you figure out the things the volunteer might need, and give you some examples. A good place to start is to look at the position description you have developed for the role. Think about each duty and what is necessary to be able to complete it. As you are going through this guide use the checklist at the end to make a list of equipment that volunteers will need to use as part of their role.

**Safety Equipment**

Looking after the safety of the volunteer is important, so you must make sure the volunteer is provided with the necessary safety equipment. Consider each duty the volunteer is to complete and list the safety equipment related to each duty – some volunteer roles may not require safety equipment.

If they are working outdoors you may need to provide:

* High visibility vests – for safety purposes, or to distinguish volunteers from service users
* Hats and sunscreen – if the work is primarily in the sun, have hats and sunscreen available
* Radios – allowing you to stay in contact with your volunteers if they are working a large distance apart
* Gloves, helmets, goggles, ear plugs – examples of protective equipment

**Computer Equipment**

If the role primarily involves working on a computer you should identify whether you can provide the volunteer with a computer, or if they need to use their own. Does the volunteer need an email address, or will they use the club’s existing one? Computer equipment covers the machine itself and any software or account details involved in the volunteer role.

A secretary might need:

* Login details – such as Wi-Fi access, email accounts, website access, calendar access
* Contact list – for other club/committee members, important contacts, services
* Access to a printer, scanner or photocopier
* Access to shared folders and files, such as policy documents, member lists etc.

**Documentation**

This could range from documents that the volunteer needs to be familiar with prior to starting their role, or documents that they would be using frequently in their role. Once you have identified what documents the volunteer will need, you also need to show the volunteer where to find them and how to use them.

For example, you might provide the following to a marketing officer:

* Policies and procedures for social media and your online presence
* Branding documentation so your message is consistent
* An expense or budget request form
* The template for a newsletter and the list of subscribers

**Other Equipment**

Think about what other equipment is necessary for the particular role that doesn’t necessarily fit in the other categories. There may be specific equipment that the volunteer needs, such as:

* Uniforms or specific sports kit
* Specific pieces of equipment, tools, or machinery
* Stationery and other office supplies
* Keys, passes or security codes

**Other Considerations**

In addition to the equipment that is directly required to complete the role, there are also other things to consider that play an indirect role in the volunteer being able to complete their role.

These other considerations could include:

* Does the volunteer need desk space?
* Do you need to provide training for specific equipment?
* Is there a particular procedure for one of their duties, for example answering the telephone?

**Create a checklist**

As you are going through the guide make a note below of any required equipment.

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