



Job Descriptions

The What, Why, Who, How,
and What Next?



What Is A Job Description?

A job description or terms of reference is an outline of the expectations of individuals in specific roles and the structure of the relationship between the individual and the organization.





Why Are Job Descriptions Important?

- 1 Set Expectations
- 2 Define Performance Metrics
- 3 Clarity for Volunteers
- 4 Transparency for Members

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Are you ready?

Quiz Time!

Which of the following positions in your club require a job description?

A – Club Treasurer

B – Social Committee Member

C – Parent Volunteer/Coach for Minor Rugby (Day-Of Only)

Use the chat function to give your answers!



Who Needs A Job Description?

**Legal responsibility
to the club or on
behalf of the club**



Titled Positions



**Board, Committee, or
Sub-Committee
Members**



**Program or Project
Leaders (Title or No
Title)**



**NOT Single-Task
Volunteers or Casual
Helpers**





What Goes In A Job Description?

Now that we know who gets a job description, what are we supposed to put in the job description to help the individual fulfill their role at the club?

This list covers the headings/topics that you should consider putting in a job description. Even if you are only working with volunteers (and not staff), all of these should apply to a rugby club setting.

- 1 Position Title/Name of Role
- 2 Reporting Relationships
- 3 Authority/Powers of Role
- 4 Qualifications & Skills Required
- 5 Duties of the Role
- 6 Term of Office
- 7 Time & Financial Commitments
- 8 Benefits & Compensation

"Do"s and "Don't"s for Writing Job Descriptions

Here are some practical tips for writing job descriptions for members of your club:



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DO

- Define a specific term limit for the role
- Identify qualities and work habits that will help an individual succeed in the role
- Include specific deliverables and outcomes that the role is required to accomplish
- Include all metrics and duties that the volunteer will be judged upon by the Board/their supervisor
- Overestimate the time commitment required (but not by too much!)

DON'T

- Leave time and term commitments open-ended
- Make the skills and qualifications required unrealistic for an amateur volunteer organization
- Be overly prescriptive on how the duties of the role are accomplished – the "what" is sufficient
- Judge a volunteer on things that are not explicitly included in the job description
- Make promises about benefits and compensation that you can't deliver on



Does Format Matter?

NO, you should use whatever format works for you and your members, provided that it meets these conditions:

Condition #1

The description has to be understandable and functional. Any individual should be able to understand the role and its duties without requiring other information..

Condition #2

The description has to be comprehensive. It should not be a summary or overview. More detail is preferable to less.

Condition #3

The description has to be available to club members who are interested in volunteering. It should not be "secret" or "hidden away" by the club leadership.



What's Next?

1 Use to Measure Performance

2 Review and Revise Annually

3 Make Accessible to Members

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Thank You!

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