Defining a role or task

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| What do you want me to do? |
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| What does that involve? |
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| What responsibilities will I have? |
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| Why does the task matter? |
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| What might it be helpful to know to carry out the role or task? |
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| Who will take responsibility for supporting me? |
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| Who will I be working with? |
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| Where do I fit in to the groups structure? |
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| What time will I need to give? |
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| Is this set hours & days or is it flexible? |
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| Where will I volunteer?  |
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| What commitment do you want from me?(estimated min/max time commitment per week/month/term/year) |
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| What equipment is available? |
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| Am I required to complete a DBS? |
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| Are expenses paid?  |
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| Am I required to wear uniform? |
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| Is training mandatory? (if yes, what is required)  |
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| Is ongoing training mandatory? (if yes, what is required) |
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| If yes, what is required? |
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| What will I get out of volunteering?  |