

Clear Role Descriptions

Completed?	Area	Why is it beneficial?	Supporting Information
<input type="checkbox"/>	Key Responsibilities are broken down into tasks	<p>Breaking down responsibilities of a volunteer role makes it easier for autistic applicants to understand the separate tasks involved. It also increases the capability to request and discuss potential volunteer role adjustments.</p> <p>This allows autistic applicants to feel comfortable opening a dialogue around how they can match their skills and requirements to different aspects of a volunteering role.</p>	<p>A role that involves helping an animal shelter with <i>'daily care tasks'</i> could be broken down into <i>'walking the animals, washing, and bathing, planning vet appointments and reaching out to potential adopters'</i>. This example may allow a potential applicant who needs communication adjustments to discuss any changes or support necessary when it comes to social aspects of the task.</p>
<input type="checkbox"/>	Only the essential requirements of the role are listed	<p>There are a range of broad terms and descriptions that are common across all job roles than can be an unintentional barrier to applying. Often these requirements are not essential for the role listed.</p>	<p>Phrases like <i>'great interpersonal skills'</i>, <i>'ability to think outside the box'</i> and <i>'ability to work in a fast-paced environment'</i> may not accurately reflect the requirements of the role and often make their way into a lot of listings!</p> <p>Review the skills and requirements of the role and ask, <i>'is this really necessary to completing the role?'</i>.</p>