

**<Insert Name of Club>**

**Position Description – Volunteer Coordinator**

**JOB TITLE:**

Volunteer Coordinator

**OBJECTIVE:**

The role of the Volunteer Coordinator is to recruit, support and recognise club volunteers

**RESPONSIBILITIES:**

* Adhere to the mission, vision and values of the club
* Coordinate the attraction and recruitment of new volunteers to the club.
* Coordinate the recruitment of volunteers into all roles
* Ensure the club has adequate numbers of volunteers in each area of the club (e.g. coaching, social function organisers, canteen staff etc)
* Ensure that volunteers are reimbursed for their approved out-of-pocket expenses
* Continually promote the efforts of volunteers throughout the year
* Submit regular reports to the club/group committee as required
* Ensure the club is prioritising volunteers in their planning e.g. Including it at ever Committee meeting as a check in
* Ensure that each volunteer is recognised and thanked for their contribution throughout the year
* Coordinate nominations for relevant volunteer awards Eg. Club awards, Best of the West award nominations.
* Develop clear job descriptions for all required tasks.
* Identify ways of training volunteers if they do not have the required skills for the role.
* Supervise volunteers or allocate other members to supervise.
* Identify methods of recognising volunteers.
* Communicate and liaise with committee members on a regular basis.
* Ensure any appropriate screening processes have been performed eg. WWC, reference checks.
* Create a register of volunteers and maintain up to date records.
* Identify volunteers not returning and develop succession plans as required.

**RELATIONSHIPS:**

* Communicate with the President and Committee

**ACCOUNTABILITY:**

* The estimated time commitment required as the President is 3-4 hours per week.

**REFERENCE:**

**ESSENTIAL SKILLS:**

* Well informed of all club activities.
* Receptive to change.
* Dedicated club person.
* Be approachable.

**DESIRABLE SKILLS:**

* Ability to plan events and activities for a year.
* Empathy.
* Communication and negotiating skills.
* Listening skills.