ROLE OF THE VOLUNTEER COORDINATOR

The role of the Volunteer Coordinator is to coordinate the work being done by the various volunteers involved in your club. It also includes assisting with recruiting, retaining and rewarding volunteers as well as supporting individual volunteers where necessary.

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| Responsible to: | Club Committee | Responsible for: | Volunteers |

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| **Main Duties** | **Skills Required** |
| * Assess the need for volunteers in the club for positions and events * Get to know all club volunteers and potential volunteers and act as their main contact * Ensure that all volunteer jobs have a Role Outline * Coordinate the implementation of the volunteer recruitment, training and support plans * Work to organise volunteer rosters where required * Recognise and nominate your volunteers for volunteer awards * Identify and organise training opportunities for volunteers * Work with the club committee to organise social events for volunteers * Attend committee meetings to report | * Good management skills * Approachable and friendly * Good listener and effective communicator * Confident with good leadership skills * Great organisational skills * Able to delegate effectively * Enthusiastic and a good motivator |

**The Commitment we are looking for**

Committee meetings are held (give details of where and when meetings are normally held). The position is for one year starting on (date). You may need your own IT equipment. The estimated time commitment required as the Volunteer Coordinator of (club name) is (number) of hours per week.

**Our Commitment to you**

Where possible training can be made available to you and also we, as a committee, will support you in your role at all times. You will be an essential part of our dynamic club.