

## **Volunteer Coordinator Role Description –**

Responsible To: Club President

The role of the Volunteer Coordinator is to recruit, support and recognize volunteers throughout the club.

### **Duties:**

- Detail a list of the volunteer requirements for the club in conjunction with the Committee
- Work with the Committee or selected subcommittee to develop or review Volunteer Support resources e.g. Volunteer Handbook, role descriptions
- Actively recruit volunteers
- Oversee that the necessary volunteer screening is undertaken
- Induct new volunteers or arrange for others to do so
- Support new volunteer induction by organizing relevant people to support newcomers into their roles e.g. tee up an existing coach to support a new coach
- Act as the “go to” person for volunteers should they have a concern or problem
- Actively recognize volunteers generally and individually through club communication
- Attend Committee meeting when required

### **Desirable Attributes:**

- be a person who is enthusiastic about being a volunteer who could sell involvement to others
- be a person who can develop good relationships
- have a flexible approach to how the volunteer structure could be to accommodate the needs of potential volunteers
- be someone who is around the club
- be a regular email user for ease of communication