

## CLUB MICRO VOLUNTEER

INSERT  
YOUR  
CLUB LOGO

**REPORTS TO** Club Volunteer Coordinator

### PURPOSE OF THE ROLE

A micro volunteer is a person who undertakes identified small roles within a club to assist in spreading the workload across a larger base of the club membership and broader community.

They are roles which require a small investment of time across a week or total year that will save an increasing amount of work for current volunteers within a club.

### QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Hold or willing to apply for a current volunteer "Working with Children Check"
- Able to contribute time towards assisting a community football club to function effectively.
- Reliable at doing what they are tasked to do.
- Roles which are available are broad and can be tailored to suit the skills of most who have available time.

### DUTIES AND RESPONSIBILITIES

The duties which a micro volunteer may decide to assist with will be from a suite of tasks which a community football club needs to be completed to help it achieve a successful community club.

- Social media
- Checking club milestones.
- Team manager
- Sponsorship
- Merchandise orders
- Trophies
- Awards
- Line marking
- Game day scores
- Goal posts pads (putting up or taking down)
- Cleaning bins
- Sweep/clean rooms
- Interchange steward
- Timekeeping (one-grade)
- Trophies for award nights
- Honour boards
- Pick up canteen or bar supplies
- Entering match results into data management
- Collating best & fairest votes.
- Preparing soup for the canteen
- Set up club major raff

This list is not a complete total of what can be included into what is suitable for a micro volunteer to undertake. It can be developed to suit each club's own needs.

**TIME COMMITMENT** Broad range of time commitments available. Ranging from 1 hour a week through to potentially 8 hours for a total year.

Some will be one off tasks, whilst other roles will be occurring regularly but for a short period of time on each occasion.