

## VOLUNTEER COORDINATOR

INSERT  
YOUR  
CLUB LOGO

**REPORTS TO** Committee

### PURPOSE OF THE ROLE

The Volunteer Coordinator is to recruit, support and recognise volunteers throughout the club. Ensuring that all volunteers have the knowledge, training and support required to undertake and succeed in their nominated roles.

### QUALIFICATIONS & DESIRABLE CHARACTERISTICS

- Hold or willing to apply for a current volunteer "Working with Children Check"
- Effective communication skills
- Organisational skills
- Positive and enthusiastic and can sell involvement to others

### DUTIES AND RESPONSIBILITIES

Prior, during and post season the duties of the Volunteer Coordinator may include but are not limited to:

- Create a detailed list of the volunteer requirements for the club in conjunction with the committee.
- Consider the knowledge, skills and time required for each role.
- Coordinate volunteer screening procedure when taking in new volunteers.
- Support new volunteer inductions by organising relevant orientation and training days.
- Coordinate volunteer rosters and work with the secretary to maintain club records.
- Ensure the club has a suitable number of volunteers in each area of the club.
- Be the primary contact for volunteers should they have any concern or problem.
- Continually promote the efforts of the volunteers throughout the year (not just at the end of season).
- Submit regular reports to the club/group committee as required.
- Attend committee meetings when requested.
- Identify ways to improve the volunteering experience, either through training or support.
- Work with the committee or selected subcommittee to develop and review volunteer support resources (e.g. volunteer handbook, role descriptions and training programs).
- Review and update the Volunteer Coordinator position description to ensure it continues to reflect the requirements of the role.

**TIME COMMITMENT** 1 - 5 hours per week or as requested