



Volunteer Co-Ordinator

Reports to: Club Committee

Brief: As a Volunteer Coordinator, you will mainly be responsible for recruiting and managing volunteers. In addition, you will be delegating responsibilities to volunteers and signposting training to selected people for their (future) position.

Responsibilities:

1. Source and recruit volunteers
2. Collect information on qualifications and skills
3. Arrange for training when needed
4. Manage general expected schedules for each position
5. Assign responsibilities as appropriate
6. Communicate frequently with volunteers
7. Ensure volunteers are satisfied by identifying to the committee areas of support & reward as required
8. Track & assist in managing volunteer workload

Guide: The volunteer co-ordinator will have knowledge of the needs of the club and the skills required to satisfy this. They are responsible to action/undertake/facilitate the approach of individuals to undertake key roles within the club. Also putting actions in place which retains and rewards volunteers for their assistance.

Commitment: 1-2 Hours per week