

## **Volunteer Coordinator**

Important information: This position description has been provided as a general position description only. Please edit this position description to ensure it reflect the needs of your club.

The key function of the role is to coordinate all elements of volunteering within their club. Volunteer coordinators liaise with all areas of the club to determine their volunteer needs and then recruit volunteers to each of the roles.

Another important function of a volunteer coordinator is to ensure that all volunteers have the knowledge, training and support required to undertake their nominated roles.

### **Responsibilities**

#### Prior to the season

- ✓ Assess the volunteer needs of each area of the club in both general club operations and special events.
- ✓ Consider the knowledge, skills and time required for each role
- ✓ Recruit volunteers to roles that suit them and
- ✓ Organise the orientation, training and the induction of volunteers
- ✓ Work with the Secretary organising volunteer rosters and maintaining records

#### During the season

- ✓ Ensure the club has adequate numbers of volunteers in each area of the club (eg. coaching, social function organisers, canteen staff etc.)
- ✓ Continually check with volunteers to identify any issues or if additional training or support is required
- ✓ Identify and organise the training and education opportunities for volunteers
- ✓ Ensure that volunteers are reimbursed for their approved out-of-pocket expenses
- ✓ Continually promote the efforts of volunteers throughout the year (not just at the end of the season)
- ✓ Submit regular reports to the club/group committee as required
- ✓ After the season
- ✓ Ensure that each volunteer is recognised and thanked for their contribution throughout the year
- ✓ Identify ways to improve the volunteering experience, either through training or support

### Essential Skills and requirements

- ✓ Can communicate effectively and has good interpersonal skills
- ✓ Is positive and enthusiastic
- ✓ Is well organised

At the end of each year a key activity of the Volunteer Coordinator will review and revise their position description to ensure it continues to reflect the requirements of the role.

- ✓ The volunteer coordinator should also facilitate the updating of policies, procedures, rosters, and other information used to train, support and empower volunteers.
- ✓ The updated Position Description and supporting documentation should be provided to the club secretary prior to the Annual General Meeting each year.
- ✓ Induction of the incoming Volunteer Coordinator.
- ✓ An important responsibility of outgoing Volunteer Coordinator is to train, mentor and support the incoming Volunteer Coordinator.
- ✓ The estimated time commitment required as the Volunteer coordinator is XX hours per week.