**Volunteer Coordinator**

**Position Summary**

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| **Position:** | Volunteer Coordinator |
| **Reports to:** | Club President |
| **Remuneration:** | This is a volunteer position. Reimbursement policies apply where appropriate. |
| **Hours:** | <insert> |
| **Start Date:**  | <insert> |
| **Term:** | <insert> |
| **Location:** | <insert> |

**About <club name>**

<insert>

**Purpose**

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

**Responsibilities**

* 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
* 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 recognise volunteers generally and individually through club communication
* Attend Committee meeting when requested or on request

**Personal Attributes**

All staff and volunteers are expected to demonstrate <club name>’s values which are to be:

* <insert>

Other personal attributes required to do this job effectively a person who:

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

**Key Relationships**

* Other club staff and volunteers