Role Description

Volunteer Coordinator

*Note: The detail contained within this role description is indicative only and should be used as such by clubs to adapt to their needs.*

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| **ROLE INFORMATION** |
| **Purpose**  | 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. |
| **Responsibilities**  | Duties & ResponsibilitiesPrior, 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 |

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| **ROLE INFORMATION (cont.)** |
| **People Management**  | Yes – responsible for the club volunteers. |
| **Budget Management**  | No |
| Note: Add any additional information/requirements specific to the role that needs to brought to the reader’s attention. This position requires a Working with Children Check through Service NSW and Office of Children’s Guardian.The ordinary working hours for the club can include duty on weekends and evenings. |
| **EXPERIENCE AND CAPABILITIES** |
| **Qualifications and Experience** | 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
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| **Knowledge and Skills**  | Dedicated club person committed to making a difference. Receptive to change. Ability to provide calculated opinion in group discussions at committee meetings. Considerate of others and/or conflicting ideas and opinions.Good communication and interpersonal skills. Maintain confidentiality. |