**VOLUNTEER COORDINATOR ROLE DESCRIPTION**

The Volunteer Coordinator is responsible for the planning, recruiting, selection, training and recognition of volunteers. The role is a cross-club role that will involve working with management, volunteers and participants.

## **Responsible To:**

The Club President and Executive Committee (if not a committee member)

## **Responsibilities and Duties**

* Assess the human resource needs for the club for general running and special events.
* Have good knowledge of all the roles performed within the club
* Prepare and maintain role descriptions for each role
* Recruit and recommend the appointment of volunteers to roles and ensure the right person is found for each role.
* Organise the orientation and the induction of volunteers.
* Organise volunteer rosters and maintain records.
* Identify and organise the training and education opportunities for volunteers.
* Ensure that volunteers are reimbursed for their approved out-of-pocket expenses.
* Ensure all volunteers are recognised for their efforts.
* Submit regular reports to the club committee.
* Be proactive in responding to enquires from volunteers.
* Ensure the club culture is aligned to volunteers.
* Develop and maintain relationships with external organisations and volunteer coordinators in other clubs

## **Knowledge and Skills Required**

Ideally a Volunteer Coordinator is someone who:

* Can communicate effectively
* Has good interpersonal skills
* Is positive and enthusiastic.
* Is well organised.
* Has knowledge of best practice and volunteer techniques around recruitment and recognition

**Time Commitment Required**

The estimated time commitment required is \_\_\_\_\_\_\_\_\_\_\_\_\_\_hours per week.

***Note:*** *The time commitment required as the Volunteer Coordinator of an organisation varies greatly from organisation to organisation. Smaller clubs and schools may require a Volunteer Coordinator to spend only a half hour per week or less. Larger organisation may require one hour per week on organisational related duties.*