JOB DESCRIPTIONS

Volunteer Co-ordinator

Summary:

Responsible for the retention, training, organization, recruitment and welfare of a sufficient number of volunteers for the club to operate effectively on a weekly and on-going basis.

Responsible to:

(Vice President)

Responsible for:

All volunteers except Executive members and coaching/support staff

Role:

1. Determine each year the various tasks that are need for the club to operate efficiently and effectively and match volunteer skills and interests to those positions.
2. Issue documentation that clearly sets out each volunteer's role and commitments; make any adjustments as necessary
3. Develop and implement a retention and recruitment plan for volunteers that include an appropriate volunteer recognition element.
4. Before the end of the year organise a volunteer recognition function; consider and submit applications for local, state and national volunteer recognition awards.
5. Ensure each volunteer is clear on his/her role/responsibilities including whom to approach if any difficulties are encountered. Each year arrange orientation and appropriate briefings for each volunteer.
6. Liaise with club officials on an on-going basis about club activities and initiatives and the potential for volunteers' contribution to those activities.
7. Negotiate with club officials and Executive to ensure that the necessary funds, equipment and resources are available to volunteers to carry out their role.
8. Make yourself available as the single point of contact for any issues that arise for or about volunteers and their activities.

Performance Measures:

- A record of all volunteers is maintained and up date annually;
- job descriptions for each volunteer are prepared ;
- The annual orientation of volunteers is arranged; a recognition procedure /activity is organised for all volunteers
- Regular liaison is maintained with all volunteers; issues are resolved as they arise
- An end of year report on volunteer activities and issues is submitted to the Executive