



Position Description

Volunteer Coordinator

Overview

The role of the Volunteer Coordinator is to recruit, support, coordinate and recognise volunteers throughout the club and to promote the club's volunteer and contribution strategy.

Responsibilities

Prior to the season

1. Develop, manage and maintain the club's volunteer and contribution strategy
2. Attract and recruit new or existing volunteers to the club
3. Promote the club's volunteer and contribution strategy to ensure full member support.
4. Set-up an age group or team based volunteering model – delegate responsibilities.
5. Actively identify and recruit volunteers.
6. Ensure the necessary volunteer screening is undertaken.
7. Induct new volunteers or support induction by organising relevant people to support newcomers into their roles.

During the season

1. Be the main contact point for volunteers should they have a concern or experience problems.
2. Coordinate all volunteer activity – task based volunteering.
3. Identify methods of recognising volunteers
4. Revise volunteer duties as needed
5. Communicate and liaise with committee members on a regular basis
6. Ensure communication flows seamlessly between the Committee and the volunteers for distribution to teams and parents

Post season

1. Review your volunteer strategy and make adjustments for the upcoming year.
2. Provide appropriate recognition of all volunteers for their service

Essential Skills and requirements

- Hold or willing to apply for a current volunteer Working With Children Check
- Exceptional communication skills - Respectful and effective
- Thorough knowledge of what is going on within the Club

- Well organised with good attention to detail
- Able to allocate the time required for the coordination role – maximum of 6 hours per week once the strategy is established.
- Enthusiastic about being a volunteer and able to sell involvement to others
- Ability to develop good working relationships
- High profile and visibility throughout the organisation
- Skilled in the use of various communication channels
- Able to use various social media platforms

The estimated time commitment required as the Volunteer Coordinator is **2-3 hours** per week once volunteers are established.

This position is not required to be on the Management Committee.