



SAMPLE ROLE DESCRIPTION – VOLUNTEER COORDINATOR

Responsible to: club president

The role of the volunteer coordinator is to recruit, support and recognise volunteers throughout the club.

Desirable attributes:

The volunteer coordinator should:

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

Specific duties include but are not limited to:

- 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 such as the volunteer handbook or role descriptions
- actively recruit volunteers
- oversee that the necessary volunteer screening is undertaken
- induct new volunteers or arrange for others to do so
- support new volunteer induction by organising 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

