

Club /Organisation:

Volunteer Name:

Volunteer Contact:



Role Outline: Volunteer Coordinator

RESPONSIBLE TO: Committee

SKILLS REQUIRED:

- Approachable and Good Listener
- Confident and Effective Communicator
- Great organisation skills able to delegate duties.
- Enthusiastic and a good motivator

MAIN DUTIES

- 1) Act as the main contact for all volunteers.
- 2) Get to know all club volunteers and potential volunteers by name.
- 3) Ensure that all jobs have a job description.
- 4) Supervise and oversee all volunteers
- 5) Liase with the Chairperson to ensure that all tasks required to run the club efficiently are carried out.
- 6) Co -ordinate the implementation of the volunteer recruitment, training and support plans.
- 7) Ensure volunteers
- 8) Recognise and nominate your volunteers for the numerous volunteer awards.
- 9) Ensure all volunteer paperwork is completed satisfactorily.
- 10) Organise Social and Recruitment events for volunteers.

Time Commitment:

Signed (volunteer):

Date: