

**CLUB VOLUNTEER CO-ORDINATOR
TEMPLATE TASK DESCRIPTION**

ROLE TITLE: Volunteer Co-ordinator

RESPONSIBLE TO: The Club Management Committee

SKILLS REQUIRED:

- ✓ Good role model
- ✓ Communication skills
- ✓ Planning and organisational skills
- ✓ Experience of working with people

ROLE PURPOSE:

- 1) To provide a focal point for volunteers and volunteering within the club

MAIN TASKS ARE TO:

- 1) Identifying the volunteer needs of the club
- 2) Recruiting new volunteers
- 3) Screening of new volunteers (e.g. CRB checks, skills, references etc)
- 4) Providing feedback to help volunteers
- 5) Maintaining volunteers' motivation through recognition and reward
- 6) Linking with local volunteer recruitment schemes

RECOMMENDED QUALIFICATIONS:

TRAINING REQUIRED:.....

TIME COMMITMENT.....