



VOLUNTEER CO-ORDINATOR JOB DESCRIPTION

Responsibilities:

The Volunteer Co-ordinator is responsible for the recruitment, training and retention of the club's volunteers.

Duties:

- Assess the personnel needs of the club on annual basis, taking into account regular duties as well as special events.
- Develop a volunteer policy, including plans for recruitment and retention, for ratification by the Committee.
- Develop a recruiting plan that identifies all possible recruiting sources.
- Develop a budget for the club's volunteer program.
- Understand the nature of volunteering and what motivates people to volunteer.
- Recruit volunteers and where possible, place them in roles that suit their background, skills or wishes.
- Organise initial orientation and on-going training.
- Develop and implement a communications program that regularly keeps volunteers informed of all club activities.
- Overview and support the progress of volunteers, providing regular feedback on their performance.
- Ensure appropriate recognition of volunteers.
- Organise volunteer rosters and maintain records of hours worked and duties undertaken.
- Submit regular reports to the Secretary and Committee.
- Ensure that all activities related to the club's volunteer program conform to the rules and regulations of the club.
- Ensure that the importance of voluntarism is addressed in the club's development plan.