Sample Role Description – **Volunteer Coordinator**

**Responsible To:** Club President

The role of the Volunteer Coordinator is to recruit, support and recognize volunteers throughout the club.

**Desirable Attributes:**

The Volunteer Coordinator should:

* be a person who is enthusiastic about being a volunteer who could sell involvement to others
* be a person who can develop good relationships
* have a flexible approach to how the volunteer structure could be to accommodate the needs of potential volunteers
* be someone who is around the club
* be 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 e.g. Volunteer Handbook, role descriptions
* Actively recruit volunteers
* Oversee that the necessary volunteer screening is undertaken
* Induct new volunteers or
* Support new volunteer induction by organizing 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 recognize volunteers generally and individually through club communication
* Attend Committee meeting when requested or on request