**Example Role Description – Volunteer Co-ordinator**

*Note – this template is provided as a sample to guide thinking and/or be tailored to reflect the specific needs and environment of your club*

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| **Role: Volunteer Co-ordinator** | |
| **Purpose** | Lead club activity around the recruitment, induction and recognition of volunteers. |
| **Core responsibilities** | * Lead the promotion of volunteer opportunities and recruitment of volunteers into appropriate roles * Organise induction processes and ensure they are implemented consistently * Ensure the appropriate policies and procedures to support volunteers are in place * Ensure all volunteers are supported and encouraged to provide feedback regularly * Maintain records of volunteers * Ensure volunteers are acknowledged for their efforts - lead and promote a great environment and culture towards volunteers * Develop volunteers to take on future roles within the organisation (succession planning) |
| **Desired knowledge and skills** | * Excellent relationship skills and effective communicator * Positive and enthusiastic * Well organised * Approachable and trustworthy * Understanding of the various volunteer roles that exist within the club * Experience working with volunteers |
| **Estimated time commitment** | * The estimated time commitment required of the Volunteer Co-ordinator is app. [hours] per week/month |