**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)
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| **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
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| **Estimated time commitment** | * The estimated time commitment required of the Volunteer Co-ordinator is app. [hours] per week/month
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