

Role Descriptor: Volunteer Coordinator

The volunteer coordinator is a vital role in any club. You must understand that volunteers join the club for many different reasons, so you must make your club as appealing as possible.

What you'll get out of it:

- Sense of self achievement and fulfilment
- Sense of giving back to the community
- Meeting lots of people from different backgrounds
- A chance to learn new skills and develop existing ones
- Potential career possibilities / improved employability
- Potential of new training and qualifications

Who will I be responsible to?

- The Club Committee

Who will I be responsible for?

- Volunteers

Ideally, you'll need to be:

- Easy to approach with good listening skills
- Well organised and happy to delegate
- Confident and good at communicating
- Enthusiastic and motivating

What you will do:

- Act as the initial point of contact for current and potential volunteers
- Prepare a *Welcome Pack* for new volunteers introducing them to your club and the sport
- Put people in roles that suit their skills, interest and availability
- Give volunteers support, guidance and encouragement
- Recognise and reward success, nominating volunteers for club, local and national awards
- Maintain a log with the details of active volunteers within the club

How much time will it take?

This role, in most cases, will take approximately 2 to 3 hours per week, though this will depend on the nature of your sports club/organisation.

For **Further Information**, contact:

(Insert contact details here of your Club Secretary or Chairperson – whoever is leading on committee recruitment)