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**CLUB VOLUNTEER COORDINATOR ROLE DESCRIPTION**

**NAME OF CLUB:**  Club name

**ROLE:**  Club Volunteer Coordinator

**RESPONSIBLE TO:**  Club Committee

**DESCRIPTION**  
To develop & support volunteers within the club both new & existing volunteers

**SKILLS/QUALITIES REQUIRED:**

* Good communication skills
* Effective people management skills
* Good organisational skills

**MAIN DUTIES**

* Get to know all club volunteers and potential volunteers and be their main contact.
* Ensure that all volunteers know what they are doing.
* Supervise and oversee the role of other volunteers, including their paperwork.
* Coordinate the implementation of the volunteer recruitment, training and support plans.
* Match the right volunteers to the right roles
* Recognise and nominate your volunteers for volunteer awards.
* Raise the profile of volunteers and quality volunteering within the club
* Work with the Social Secretary to organise social and recruitment events for volunteers.
* Attend committee meetings as appropriate
* Arrange mentoring (if appropriate) for relevant volunteers

**COMMITMENT**

* Attend the AGM and any other meetings, deal with volunteer issues as and when they arise, continued volunteer development
* Approx. xx hours per week/month

***Amend any responsibilities which are not relevant to your club***