

Club /Organisation: .....  
Volunteer Name: .....  
Volunteer Contact: .....



## Role Outline: Volunteer Coordinator

**RESPONSIBLE TO:** Committee

**SKILLS REQUIRED:**

- Approachable and Good Listener
- Confident and Effective Communicator
- Great organisation skills able to delegate duties.
- Enthusiastic and a good motivator

**MAIN DUTIES**

- 1) Act as the main contact for all volunteers.
- 2) Get to know all club volunteers and potential volunteers by name.
- 3) Ensure that all jobs have a job description.
- 4) Supervise and oversee all volunteers
- 5) Liase with the Chairperson to ensure that all tasks required to run the club are carried out efficiently.
- 6) Co -ordinate the implementation of the volunteer recruitment, training and support plans
- 7) Recognise and nominate your volunteers for the numerous volunteer awards.
- 8) Ensure all volunteer paperwork is completed satisfactorily.
- 9) Organise Social and Recruitment events for volunteers.

Time Commitment: .....

Signed (volunteer): .....

Date: .....