

VOLUNTEER COORDINATOR

The Volunteer Coordinator is responsible for the human resource planning, recruiting, training and recognition of all volunteers.

Responsible to

The Volunteer coordinator is directly responsible to the President and members of the club.

Responsibilities and Duties

The Volunteer Coordinator should:

- Assess the human resource needs for the club for general running and special events
- Recruit and recommend the appointment of volunteers to roles that suit them
- Organise volunteer rosters
- Work with the Secretary to maintain volunteer records
- Identify and organise relevant training and education opportunities for volunteers
- Develop and/or review job descriptions for all required tasks
- Ensure that volunteers are reimburse for their approved out-of-pocket expenses
- Ensure all volunteers are recognised for their efforts
- Provide a regular report at the Monthly General Meeting

Knowledge and Skills Required

Ideally the Volunteer Coordinator is someone who:

- Can communicate effectively and has good interpersonal skills
- Maintain confidentiality on relevant matters
- Is positive and enthusiastic
- Is well organised

Time Commitment Required

The estimated time commitment required for a Volunteer Coordinator is 10 hours per week.

The Volunteer Coordinator is appointed for a 12 month period.