



Mt Colah Football Club

Position Description – Volunteer Co-ordinator

JOB TITLE:

Volunteer Co-ordinator

OBJECTIVE:

Recruit volunteers for the Club; look after their interests, introduce them to the functions of the Club, provide support and training, provide feedback and work towards a reward and recognition policy for all volunteers.

RESPONSIBILITIES:

- Implement the Volunteer Management Plan
- Be involved in recruiting and inducting new volunteers.
- Know the nature of volunteering and what motivates people to volunteer.
- Recommend the appointment of volunteers to roles that suit them based on skills, knowledge and experience.
- Make volunteers feel recognised, needed and supported.
- Support and overview the progress of volunteers.
- Encourage further training for club volunteers.
- Work with the secretary/registrar to maintain volunteer documents and records.
- Submit regular reports to club committee meetings
- Co-ordinate yearly volunteer appraisals.
- Be aware of the future directions of the Club.
- Have a good working knowledge of the Club's constitution and rules.

RELATIONSHIPS:

- Liaises with all members of the Club but most importantly the recruited volunteers.
- Supports Committee's objectives through communication to volunteers and members.
- Liaise with players, parents and club supporters.

ACCOUNTABILITY:

- The Volunteer Co-ordinator reports to the club committee.

ESSENTIAL SKILLS:

- Dedicated club person.
- Effective communicator.

- Creative and passionate about the methods used to recruit and develop volunteers.

The estimated time commitment required as a volunteer co-ordinator varies depending on the need to recruit and train new volunteers. Up to 1 hour per week plus meetings.