

Volunteer Co-ordinator Role description

The Volunteer Co-ordinator is key in making sure a strong volunteering culture exists within the club. Their focus is on ensuring that everyone who volunteers at the club feels valued, developed, and supported and has the confidence and knowledge to undertake their roles to the best of their ability.

Responsibilities:

- Champion volunteer experience at committee level and throughout the club.
- Act as the main point of contact for current and potential volunteers.
- Co-ordinate the implementation of volunteer recruitment, training and support plans, and maintain up-to-date volunteer role descriptions.
- Support with recruitment of new volunteers, taking into account skills, experience and diversity.
- Prepare an induction pack for new volunteers, introducing them to your club and the sport.
- Conduct volunteer inductions/handovers.
- Provide support, guidance, and encouragement to all volunteers.
- Thank volunteers and organise appropriate recognition events.
- Maintain a log with details of active volunteers within the club.
- Escalate any volunteer concerns to the appropriate member of the committee.

Person Specification / Knowledge / Skills:

It is desirable for the Volunteer Coordinator to:

- Have an interest in volunteering
- Be friendly and approachable with the ability to communicate well with adults and children.
- Be well organised
- Be able to use Microsoft Word, Excel and other appropriate software effectively
- Have a good understanding of club structure
- Have a good understanding of club policies and procedures.

