

Position Description: Volunteer Coordinator

Volunteer Coordinator

The Volunteer Coordinator is responsible for overseeing and guiding all volunteers.

Ideal candidate is:

- A good communicator
- Shows good team building skills



Desirable Skills

- A good people person, with understanding of the sacrifices made by volunteers.
- Good organisational skills.

Time Required

<insert number of hours> hours per week from <insert month> to <insert month>.

What they do

- Develop, in conjunction with the executive committee, a volunteer management plan.
- Understand the volunteer requirements of the club.
- Recruit and maintain volunteers.
- Hold orientation and training for new and existing volunteers.
- Acknowledge the work of volunteers and recognise their efforts.
- Report regularly to the executive committee.