



Volunteer Coordinator

Objective

- To coordinate all club volunteers to fill all positions required to ensure the club operations run smoothly at all times.

Responsibilities

- Attract and recruit new volunteers to the club
- Develop clear job descriptions for all required tasks
- Ensure the right person is found for each job
- Identify ways of training volunteers if they do not have the required skills for the role
- Supervise volunteers or allocate other members to supervise
- Identify methods of recognising volunteers
- Revise volunteer duties as needed
- Communicate and liaise with committee members on a regular basis

Relationships

- Liaises with Club Executive and General Committee
- Liaises with all club volunteers

Accountability

- Reports to the club Secretary