

**VOLUNTEER**

**CO-ORDINATOR**

**ROLE DESCRIPTION**

**Objectives**

* To coordinate all club volunteers to fill all positions required to

ensure the club operations run smoothly at all times

VOLUNTEER CO-ORDINATOR

ROLE DESCRIPTION

**Responsibilities**

* Attract and recruit new volunteers to the club
* Identify methods of recognising volunteers
* 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
* Liaises with all club volunteers
* Develop and revise clear job descriptions for all required tasks
* Revise volunteer duties as needed
* Communicate and liaise with committee members on a regular

basis

**Accountability**

* Reports to President
* Reports to the Club Committee
* Provide a verbal update at the monthly Committee meeting
* Seek approval from the appropriate Committee member prior to

committing the Club to any action or financial cost