



WESTON MOLONGLO FOOTBALL CLUB

Volunteers Coordinator

The primary objective of the Volunteers Coordinator is to coordinate all club volunteers to fill all positions required to ensure the club operations run smoothly.

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 Executive Committee.
- Liaises with all club volunteers.

Reporting and expectations:

- Reports to the Executive Committee.
- Works closely with Senior / Junior Committees to ensure they have sufficient volunteers.

Relevant skills:

- Enthusiastic and well organised.
- Passionate and dedicated to ensuring the smooth operations of the Club.



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- Good communication skills or the ability to develop skills with assistance.
- Ability to develop a sound knowledge of the Club's operations.