**Position Description: Volunteer Coordinator**The key function of the role is to co-ordinate all elements of volunteering within the club. Volunteer coordinators liaise with all areas of the club to determine their volunteer needs and then recruit volunteers to each of the roles.

Another important function of a volunteer coordinator is to ensure that all volunteers have the knowledge, training and support required to undertake their nominated roles.

**Responsible To:** *Insert role*

**Term Length:** *Insert year/s*

**Time Allocation:** *Insert approximation of hours per week*

**Responsibilities:**

* Assess the volunteer needs of each area of the club in both general club operations and special events
* Consider the knowledge, skills and time required for each role
* Recruit volunteers to roles that suit them
* Organise the orientation, training, and the induction of volunteers
* Work with the Secretary organising volunteer rosters and maintaining records
* Ensure the club has adequate numbers of volunteers in each area of the club (e.g. coaching, social function organisers, canteen staff etc.)
* Continually check with volunteers to identify any issues or if additional training or support is required
* Identify and organise the training and education opportunities for volunteers
* Ensure that volunteers are reimbursed for their approved out-of-pocket expenses
* Continually promote the efforts of volunteers throughout the year (not just at the end of the season)
* Submit regular reports to the club/group committee as required
* Ensure that each volunteer is recognised and thanked for their contribution throughout the year
* Identify ways to improve the volunteering experience, either through training or support

**Essential Skills and Requirements:**

* Holds a current Working with Children Check (WWCC)
* Can communicate effectively and has good interpersonal skills
* Is positive and enthusiastic
* Is well organised

**Last updated:** *Insert date*

**Updated by:** *Insert* *name*