## Volunteer Co-ordinator Role Description

**Overview of the Role**

The Volunteer Co-ordinator oversees the recruitment and ongoing support of club volunteers

**What you will be doing**

Exact responsibilities will be agreed (and may be shared) but will likely include:

* Identifying and advertising volunteer roles (“one-off” and ongoing roles)
* Attracting, recruiting and inducting volunteers into roles
* Being the main point of contact for all volunteers
* Identifying training and support needs for volunteers
* Finding ways to say thank you to our volunteers
* Maintaining records of our volunteers
* Distributing communications and information to volunteers as appropriate

**Skills and experiences needed for the role**

* Enthusiastic and motivating
* Approachable and friendly
* Good communication and delegation
* Well organised.

**Training and support available**

Before starting in this role, you will receive training from [ ] who will go through the process with you. You will receive ongoing support from [ ].

**Commitments**

* Time commitment will vary dependent upon tasks but on average this will be around [ ] hours per week
* You will need to attend committee meetings and the AGM

**Further Information**

* This role requires a DBS check – speak to the Welfare Officer for more information