

## POSITION DESCRIPTION - VOLUNTEER CO-ORDINATOR

### POSITION DATA

**Title:** VOLUNTEER CO-ORDINATOR  
**Organisation:** \_\_\_\_\_ *Club name here*  
**Reports to:** PRESIDENT & COMMITTEE

### Functional Relationships

President Secretary Team Manager  
Executive Committee Caretaker Members

### POSITION SUMMARY

The Volunteer Co-ordinator is responsible for the human resource planning, recruiting, selection, training and recognition of \_\_\_\_\_ club/group volunteers.

### DUTIES

- Assess the human resource needs for the club for general running and special events
- Recruit and recommend the appointment of volunteers to roles that suit them
- Organise the orientation and induction of volunteers
- Work with the secretary organising volunteer rosters and maintaining records
- Identify and organise the training and education opportunities for volunteers
- Ensure that volunteers are reimbursed for their approved out-of-pocket expenses
- Ensure all volunteers are recognised for their efforts
- Submit regular reports to the club/group committee

### KNOWLEDGE AND SKILLS REQUIRED

- Can communicate effectively and has good interpersonal skills
- Is positive and enthusiastic
- Is well organised

### ESTIMATED TIME COMMITMENT REQUIRED

The estimated commitment required as the Volunteer Co-ordinator of \_\_\_\_\_ is \_\_\_\_\_ hours per week.

The Volunteer Co-ordinator is appointed for a \_\_\_\_\_ term.

*The time commitment required as the Volunteer Co-ordinator of a club/group varies greatly from club/group to club/group. Smaller clubs may require a Volunteer Co-ordinator to spend only a half hour to an hour per week or larger clubs, two to three hours per week on Voluntary duties.*