The Volunteer Coordinator is responsible for the human resource planning, recruiting, selection, training and recognition of \_\_\_\_\_\_\_\_\_\_\_\_\_\_club/group volunteers.

## **Responsible To**

The Volunteer Coordinator is directly responsible to the President/Chairperson of the\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club and the members of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Club.

## **Responsibilities and Duties**

The Volunteer Coordinator should:

* 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 the 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 committee.

## **Knowledge and Skills Required**

Ideally a Volunteer Coordinator is someone who:

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

**Time Commitment Required**

The estimated time commitment required as the Volunteer Coordinator of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is \_\_\_\_\_\_\_\_\_\_\_\_\_\_hours per week.

The time commitment required as the Volunteer Coordinator of a club varies greatly from club/group to club. Smaller clubs may require a Volunteer Coordinator to spend only a half hour week or less. Larger clubs may require one hour per week on club related duties.