



Volunteer Co-ordinator Role: (Mini's & Adult)

Responsible for the retention, training, organisation, recruitment and welfare of a sufficient number of volunteers for the club to operate effectively on a weekly and ongoing basis

He/she will:

- Provide a focal point for volunteers and volunteering within the club
- Facilitate the recruitment, retention, recognition, and reward of volunteers within the club
- Determine each year the various tasks that are need for the club to operate efficiently and effectively and match volunteer skills and interests to those positions
- Ensure that new volunteers are welcomed appropriately and are clear on their role/ responsibilities including whom to approach if any difficulties are encountered. Each year arrange orientation and appropriate briefings for each volunteer
- Issue documentation that clearly sets out each volunteer's role and commitments; make any adjustments as necessary
- Ensure individual volunteers are given appropriate support and guidance to maintain their enthusiasm
- Identify means of recognising and rewarding volunteers
- Attend club events, matches, and social evenings to promote and encourage new volunteers