

Role Description: Volunteer Co-ordinator

The Volunteer Coordinator plays a key role in making sure a strong volunteering culture exists within clubs. Their focus is on ensuring that everyone who volunteers at the club feels valued, developed, and supported and has the confidence and knowledge to undertake their roles to the best of their ability.

Typical responsibilities:

- Champion volunteer experience at committee level and throughout the club.
- Ensure all new volunteers are welcomed, feel supported and understand the club.
- Act as the main point of contact for current and potential volunteers.
- Coordinate the implementation of volunteer recruitment, training and support plans, and maintain up-to-date volunteer role descriptions.
- Support with recruitment of new volunteers, taking into account skills, experience and diversity
- Conduct volunteer inductions/handovers.
- Provide support, guidance, and encouragement to all volunteers.
- Recognise and nominate your volunteers for volunteer awards
- Maintain a register with details of active volunteers within the club using Loveadmin.
- Work with various members within the club including but not limited to, meeting manager, officials secretary, team managers, coaches co-ordinator and club secretary to allocate volunteers to roles within SAC.
- Escalate any volunteer concerns to the appropriate member of the committee.