

# Volunteer Co-ordinator

**Overview:**

The first point of contact for all volunteers, encouraging newcomers to help at the club and organising support and training for those that donate their time.

**Reports to:**

The management committee

**Time commitment:**

6 hours per week

**Responsibilities:**

- Pro-active with the recruitment and training of volunteers.
- Show volunteers around the club and make them feel welcome.
- Explain what volunteers are required to do and offer feedback/training.
- Manage the workload of volunteers and match their skills/experience.
- Listen to and address any concerns that volunteers have.
- Recognise and reward the achievements of volunteers.

**Skills and attributes:**

- Excellent knowledge of the club and its people.
- Confident, enthusiastic and able to motivate others.
- Very good listener.
- Able to build relationships.
- Delegate responsibilities and explain tasks and roles clearly.
- Can manage a team.