



## Role Description: Volunteer Coordinator

The role of the Volunteer Coordinator is to coordinate the work being done by the various volunteers involved in the organisation. It also includes supporting / assisting in recruiting, retaining and rewarding volunteers where necessary.

<b>Responsible to:</b>	<ul style="list-style-type: none"> <li>• Committee</li> </ul>	<b>Responsible for:</b>	Volunteers
<b>Main Duties</b>		<b>Skills Required</b>	
<ul style="list-style-type: none"> <li>• Get to know all club volunteers and potential volunteers.</li> <li>• Liaise with Managers / Coaches to ensure that:               <ul style="list-style-type: none"> <li>○ all volunteer jobs have a Role Outline.</li> <li>○ All volunteers are registered and hold necessary qualifications.</li> </ul> </li> <li>• Oversee the role of other volunteers, including their paperwork.</li> <li>• Coordinate the implementation of the volunteer recruitment, training and support plans.</li> <li>• Recognise and nominate volunteers for volunteer awards.</li> <li>• Work with the Social Secretary to organise social and recruitment events for volunteers.</li> <li>• Attend committee meetings</li> </ul>		<ul style="list-style-type: none"> <li>• Good management skills.</li> <li>• Approachable and friendly.</li> <li>• Good listener and effective communicator.</li> <li>• Confident with good leadership skills.</li> <li>• Great organisational skills.</li> <li>• Able to delegate effectively.</li> <li>• Enthusiastic and a good motivator.</li> <li>• Knowledge of Data Protection Act.</li> <li>• Knowledge of external volunteer recognition awards</li> </ul>	

### The Commitment we are looking for

Managers / Committee meetings are held monthly in Doddinghurst Village Hall.

In addition, the AGM is held in June annually in Doddinghurst Village Hall.

Actively comply with:

- The Club Constitution
- Club Recruitment Policy
- Child Protection Policy
- Safeguarding Children Policy
- Equality Policy.

Review of the *Annual Review* and alignment of development plans to The Club vision and mission in accordance with The Constitution and associated policies.



The 'term of office' is one year and reviewed at the AGM. Commencing on appointment in accordance with The Club Recruitment Policy and subject to appropriate passing of a trial period (if applicable) and achievement of qualifications and successful CRB check.

## **Our Commitment to you**

The Club secretary, The Committee, Treasurer and Training and Development Officer will provide assistance as necessary.

We will provide access to appropriate training courses to assist in the execution of duties.

We pay your expenses in accordance with our expense policy

## **Other Resources Available**

<http://teamer.net> assists in team management and organisation. Teamer provides a free SMS text service making it simple to advise players and coaches of events, it is a secure and free solution and is a major benefit to club organisation and communication with players."

The **runningsports** website ([www.runningsports.org](http://www.runningsports.org)) has useful resources including Quick Guides, Top Tips, and information on available training including workshops and workbooks.

Also check out the following web sites for other available resources:

Sport Coach UK	<a href="http://www.sportscoachuk.org">www.sportscoachuk.org</a>	Skills Active	<a href="http://www.skillsactive.com">www.skillsactive.com</a>
Child Protection Unit	<a href="http://www.thecpsu.org.uk">www.thecpsu.org.uk</a>	CRB	<a href="http://www.crb.gov.uk">www.crb.gov.uk</a>
Club Mark	<a href="http://www.clubmark.org.uk">www.clubmark.org.uk</a>		