



## Role Description- Volunteer Coordinator

ROLE INFORMATION	
<b>Purpose</b>	The role of the Volunteers Coordinator is responsible for the human resource planning; recruiting, selection, training and recognition of volunteers. The Volunteer Coordinator is responsible to the Junior Chair and the committee.
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Develop policies and procedures related to involving Club volunteers</li> <li>• Assess the volunteer needs for the general running and special events of the Club               <ul style="list-style-type: none"> <li>○ Recruit and recommend the appointment of volunteers to roles that suit them</li> <li>○ Organise the orientation and induction of volunteers</li> <li>○ Organise volunteer rosters and maintaining accurate volunteer records e.g. qualifications, blue card</li> </ul> </li> <li>• Identify and organise the training and development opportunities for volunteers</li> <li>• Ensure that volunteers are reimbursed for their approved out-of-pocket expenses</li> <li>• Ensure all volunteers are recognised for their efforts</li> <li>• Submit regular reports to the committee</li> </ul>
EXPERIENCE AND CAPABILITIES	
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• has excellent communication and interpersonal skills</li> <li>• Working knowledge of the club constitution, rules, by-laws, policies and procedures as well as the roles and responsibilities of all committee members.</li> <li>• Bluecard/Working with Children.</li> <li>• Smart Rugby.</li> </ul>
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>• Good communication and interpersonal skills.               <ul style="list-style-type: none"> <li>○ is positive and enthusiastic</li> <li>○ has time management skills</li> <li>○ has good understanding of Club needs</li> </ul> </li> <li>• Maintain confidentiality.</li> <li>• Strong volunteer knowledge</li> <li>• Experience with planning and operations.</li> <li>• Well-developed decision-making skills.</li> <li>• Dedicated club person and good role model when representing the committee.</li> </ul>