



## **Volunteer Co-ordinator**

### Responsibilities

The Volunteer Co-ordinator responsible for the co-ordination and recruitment of volunteers for all Club events and Club functions.

### Duties

- Assess the human resource needs for the club for general running and special events
- Recruit and recommend the appointment of volunteers to roles that suit them
- Organise the orientation and the induction of volunteers
- Have all volunteers
- Work with the Secretary organising volunteer rosters and maintaining records
- Identify and organise the training and education opportunities for volunteers
- Develop job descriptions for all required tasks
- Ensure that volunteers are reimbursed for their approved out-of-pocket expenses
- Ensure all volunteers are recognised for their efforts
- Submit regular reports to the club committee

### Knowledge and Skills Required

- Can communicate effectively and has good interpersonal skills
- Is positive and enthusiastic
- Is well organised.