New Lambton Football Club Juniors
Position Description – Volunteer Coordinator

JOB TITLE:

Volunteer Coordinator

OBJECTIVE:

The role of the Volunteer Coordinator is to recruit, support, retain and recognise volunteers throughout the club.

RESPONSIBILITIES:

- Detail a list of the volunteer requirements for the club in conjunction with the Committee and other relevant club members.
- Work with the Recruitment Officer, Committee or selected subcommittee to develop or review Volunteer Support resources e.g. Volunteer Handbook, role descriptions, etc.
- Actively recruit volunteers.
- Assign specific jobs to volunteers.
- Plan a volunteer recruitment strategy.
- Prepare written material for posters, newsletters, etc.
- Hold regular meetings with volunteers.
- Keep up-to-date records of volunteers.
- Keep volunteers motivated and enthusiastic.
- Revise volunteer duties when needed.
- Oversee that the necessary volunteer screening is undertaken.
- Induct new volunteers or arrange for others to do so and ensure all volunteers and appropriately trained and informed.
- Support new volunteer induction by organising relevant people to support newcomers into their roles e.g. arrange for an existing coach to support a new coach – “buddy” system.
- Act as the “go to” person for volunteers should they have a concern or problem.
- Actively recognise volunteers generally and individually through club communication.
- Attend Committee meeting when requested or on request.

RELATIONSHIPS:

- The Volunteer Coordinator reports to the Operations Manager and General Committee.
- Liaises with all volunteers, team managers, coaches, players, parents and club staff.
- Will be in regular contact with volunteers, volunteer mentors, Recruitment Officer and other relevant personnel.

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FOOTBALL CLUB

ACCOUNTABILITY:

- The Volunteer Coordinator is accountable to the Operations Manager and General Committee.
- The estimated time commitment required as the Volunteer Coordinator is 4 - 5 hours per week during the season. This may be increased at the beginning of the season.

ESSENTIAL SKILLS:

- Be a person who is enthusiastic about being a volunteer who could “sell” involvement to others.
- Be a person who can develop good relationships.
- Have a flexible approach to how the volunteer structure could be to accommodate the needs of potential volunteers.
- Be around the club and is a dedicated club person.
- Be a regular email user for ease of communication.
- Enthusiasm and dedication.
- Good leadership skills and well organised.
- Good listening ability and an effective communicator.
- Clear thinker and positive attitude.
- Able to maintain confidentiality on relevant matters.
- Ability to control and supervise others.
- Organise and delegate tasks.

DESIRABLE SKILLS:

- Rostering experience.
- Computer skills.
- Negotiating skills.
- Empathy with varying groups of people.