



VOLUNTEER POSITION DESCRIPTIONS

VOLUNTEER CO-ORDINATOR

Responsibilities

The Volunteer Co-ordinator is responsible for the recruitment, training and retention of the Club's volunteers.

Duties

- » Assess the personnel needs of the Club on an annual basis, taking into account regular duties as well as special events
- » Develop a volunteer policy, for ratification by the Board / Committee
- » Develop a recruitment plan that identified all possible recruiting sources
- » Develop a budget for the Club's Volunteer Program
- » Understand the nature of volunteering and what motivates people to volunteer
- » Recruit volunteers and where possible, place them in roles that suit their background, skills or wishes
- » Organise initial orientation and on-going training
- » Develop and implement a communications program that regularly keeps volunteers informed of all Club activities
- » Overview and support the progress of volunteers, providing regular feedback on their performance
- » Ensure appropriate recognition of volunteers – NSWRL Volunteer Awards nominations as appropriate
- » Submit regular reports to the Secretary and Board / Committee
- » Ensure that all activities related to the Club's volunteer program conform to the rules and regulations of the Club
- » Ensure that all volunteers have appropriate accreditations required for them to undertake their role within the Club
- » Ensure that all volunteers are WWCC (Working With Children Check) approved
- » Maintain appropriate WWCC records as required by the NSW Office of the Children's Guardian
- » Apply for available Volunteer Grants to assist with the recruitment, retention and recognition of your Club's volunteers
- » Ensure that the importance of volunteerism is addressed in the Club's Strategic Plan