



## **Volunteer Co-ordinator - Sample Role Guideline**

The Volunteer Co-ordinator acts as a support for club volunteers who are doing other roles. They can support them with events, ensure that each volunteer knows what they should be doing and lead on volunteer recruitment.

### **SKILLS/QUALITIES REQUIRED:**

1. Approachable and a good listener
2. Well organised
3. Able to delegate
4. Confident and effective communicator
5. Enthusiastic and a good motivator
6. Tactful and discrete
7. Prepared to make a regular time commitment

### **MAIN DUTIES:**

1. Supervise/ oversee all club volunteers
2. Ensure that opportunities for feedback and training are provided
3. Act as the main contact for all volunteers
4. Liaise with the Chairperson to ensure that all tasks required to run the club efficiently are carried out
5. Ensure that each volunteer understands their job and their role within the organisation
6. Get to know all club volunteers and potential volunteers by name
7. Ensure that all jobs have a job description - consult volunteers and executive committee to write job descriptions
8. Motivate volunteers through recognition and feedback (Awards ceremony etc)
9. Co-ordinate the 'volunteer of the year' award
10. Co-ordinate the implementation of the volunteer recruitment plan
11. Annually monitor and evaluate the plan for effectiveness, and report back to the committee.