COMMUNITY VOLUNTEER COORDINATOR

The Club volunteer coordinator plays a crucial role in managing and supporting volunteers. They act as a bridge between volunteers and the club committee, making sure that all involved have a positive experience.

Responsible to

A Volunteer Coordinator is directly responsible to the Club Executive Committee

Responsibilities

The Volunteer Coordinator should:

- Recruit - identify and attract potential volunteers
- Train - ensure the volunteers understand their roles, responsibilities and policies
- Schedule - coordinating the volunteers to align their availability with the needs of the club
- Understand - understand what motivates the clubs volunteers and align their duties to their motivation
- Support - offer ongoing support to volunteers, addressing any issues or concerns they may have, and providing guidance and feedback
- Recognise - developing programs and initiatives to recognise and appreciate volunteers' contributions
- Communicate - the volunteer coordinator serves as the primary point of contact between the club committee and its volunteers. Effective communication ensures that volunteers are informed, involved and remain engaged
- Comply - ensure that all volunteers comply with requirements i.e. blue card check, volunteer policies, confidentiality agreements
- Problem solve - addressing any issues that arise with volunteers and the ability to mediate conflicts

Initial Duties

- Ensure that ALL volunteers are registered to MySideline
- Complete the following online courses:
  - Child Safety – Patrons Of The Game
  - Complaints Handling In Sport
- Collect volunteer information, availability and skills and maintain a database with this information

Governance & Knowledge

- Ensure that a current photo of all volunteers is attached to their profile on MySideline •

Ensure that all volunteers have completed a blue card check

- Ensure that all volunteers have completed the Child Safety - Patrons of the Game online course •

Develop clear job descriptions for all required tasks

Meetings & Communication

- The Volunteer Coordinator should attend the Club meetings to stay abreast with the happenings within the club
- An information session for all volunteers will provide an opportunity to share key information and allow volunteers to meet

Estimated Time Commitment Required

The estimated time commitment as the Volunteer Coordinator is 5-7 hours per week