



Sport Volunteers: Recruit

Recruitment is not just about attracting enough volunteers to your program; you need the right people, and you need them to stay. This starts with careful planning and administration – well before you start advertising or handing out whistles or lanyards on the day of an event.

Position Descriptions

A carefully constructed position description helps ensure the purpose, aims and objectives of your volunteer program are being met. It also protects the rights of the volunteer and can help them negotiate the demands of their role, including the time commitment desired. A position description doesn't need to be long or complex and should be created using two distinct phases of development.

Phase 1 – aligning types & volume of tasks with volunteer available time

Volunteers in sport are typically time poor and juggling many parts of their life but will be happy to contribute if the time commitment is reasonable.

A fair approach we recommend is to:

- break up tasks wherever possible so it is easier to find volunteers able or willing to do them
- detail the tasks you need done and assign the time and length of the commitment for an experienced person to complete them
- set reasonable time commitments to request of volunteers
 - time commitments can be as little as one hour on a game day (for example)
 - it is unrealistic to assume volunteers are happy to contribute for more than 8 hours in any day

- align the tasks and timeframe into clear, understandable details that are then placed into a position description format specific to your Club or Association.
 - the formal position description is then provided to anyone expressing an interest in volunteering – whether in-person or through online methods.

Phase 2 – creating the position description

Key elements of a position description should include:

- a brief description about your Club or Association
 - including how volunteers are a valued part of the whole workforce
- a description of the position
- skills and / or qualifications required (both mandatory and desirable)
 - detail specific checks if they are a requirement (e.g. Working with Children Check)
 - explain how specific information the volunteer provides will be used and managed
- key areas of responsibility or a list of duties
- key relationships, such as supervision
- conditions of the role, such as attendance times and length of commitment
- training and support provided to carry out the role
- how reimbursement of out-of-pocket expenses will be managed
- a statement that you welcome and encourage applications to volunteers from Aboriginal and / or Torres Strait Islanders, people of all ages, people with a disability, people of culturally and linguistically diverse backgrounds and the LGBTIQ+ community.

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Sample sport-specific position descriptions to assist you

Please [click here](#) for sample sport specific position descriptions

Recruitment options

Targeted recruitment

It's likely you are already doing this sort of recruitment pretty well. Research by the Australian Bureau of Statistics shows that 64% of volunteers first got involved through someone they know or because they were asked to. The lesson? Think local connections first. For example:

- Tap into word-of-mouth: ask your current volunteers to spread the word among friends and relatives
- Ask club members and volunteers to post volunteer opportunities on social media
- Post volunteer opportunities on local community social media groups and reach out to community leaders to spread the word
- Letter box drops in your local area
- Advertise in local businesses and op shops
- Ask your volunteers for suggestions and ideas

Service clubs and associations can also be of help wherever you are in Victoria. Approaching your local service clubs (e.g. Rotary, Apex, Lions or Probus Club) and Aboriginal and Multicultural associations can form valuable connections to assist your sport.

Connecting with local Universities, TAFEs, Neighbourhood Houses, Councils, Community Health services, Council Libraries and local schools can also broaden the range of organisations who may be of assistance connecting with volunteers.

Online recruitment

This maybe new for many sports, but did you know you can advertise for volunteers online much like you do paid staff? There are a number of platforms you can use to do this at no cost.

Many of the online platforms can be accessed from Volunteering Victoria's "Recruiting Volunteers" webpage and include:

- [GoVolunteer](#) – which also links through to Seek Volunteer
- [Seek Volunteer](#)
- [Be Collective](#)
- [Communitier](#)
- [Vollie](#)

[Sportspeople](#) is a platform specific to the sports community through which you can recruit for volunteer as well as paid roles.

Sport happens throughout Victoria, and Volunteer Support Services are available throughout regions to assist you close to home. Check if your local Volunteer Support Service helps recruit for local volunteer roles: [Volunteering Victoria – volunteer support in your region.](#)

Walk in volunteers

Plan for how your organisation manages people who come to you randomly asking to volunteer. If you are prepared, depending on the type of work you may be able to accommodate them straight away.

Sometimes a quick 5-minute conversation is all that is needed in the first instance. You should consider the experience of walk-in volunteers and how their experience could reflect positively or negatively on your organisation's reputation.

Tips for helping you recruit volunteers

- Establish a Volunteer Coordinator position as well as Game Day Volunteer Coordinator positions. This focus helps you to define and manage your needs earlier and better.
- Be flexible in your approach to roles and how they are structured. If someone says "they would, but" see if you can re-model the role to fit them.

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- Brainstorm the list of jobs that need to be done throughout a season. Break down tasks and develop a number of smaller volunteer roles to accompany these tasks.
- Develop instructions with descriptions and photos that can be given out at short notice to help guide a new volunteer, or someone interested in putting their hand up.
- For existing roles, create a task list and work out whether the role can be reduced in size or shared.
- Detail the “why”. Explain the potential benefits to a volunteer of supporting your organisation.
- Identify people experienced in a roles allocated to volunteers and ask them to guide or shadow new volunteers.

National Standards for Volunteer Involvement

Volunteering Victoria recommends referral to the [National Standards for Volunteer Involvement](#) to provide a best practice guide for your volunteer recruitment strategies. This ensures that your recruitment process is planned, consistent and meets the needs of the organisation and volunteers.

Resources to support volunteers

In addition to the support of Volunteering Victoria, find below a range of resources to help your club support volunteers.

Play By the Rules – making sport inclusive, safe and fair

Club Help – help specific for regionally-based clubs

AAA Play – connecting and including people with disabilities

Guidelines for preventing violence against women

Making information accessible and available in multiple languages

Our community is diverse, encompassing multiple language and accessibility needs. We encourage ensuring your information can be available to people with visual disabilities as well as produced in languages relevant to your community, Club or Association.

The Victorian Government provides online resources to assist you with:

- [Language interpretation or translation](#)
- [Visual accessibility](#)

More sport-specific tools about volunteering

Sport & Recreation Volunteering is a big topic with many areas where expertise is required. A range of sport-specific resources have been created to assist you in your strategies and practices around volunteers.

This tool is one of many tools and factsheets available here at Volunteering Victoria's [sport-specific resource section](#)

We encourage you to check out the full range of tools and use those which may support and apply to your club.

www.volunteeringvictoria.org.au/sport-volunteering