**Position Description – Volunteer Coordinator**

**Why consider this?**

Your Club or Association will need the assistance of volunteers to allow it to function. Your club will likely need a range of volunteer roles filled – from club administration through game or match day activities. A Volunteer Coordinator can co-ordinate all elements of volunteering within your club. They can consult with all areas of the club to determine volunteer needs, and then recruit and induct volunteers to each of those roles, as well as create an environment which is supportive.

**How to use this tool**

To create a tool specific for use in your Club or Association, please insert the information in the **“Copy / Paste”** area below into a document that includes your Club or Association header and any other information believed relevant.

**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](https://www.vic.gov.au/interpreters-and-translations)
* [Visual accessibility](https://www.vic.gov.au/make-content-accessible)

**More sport-specific tools about volunteering**

Sport 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 at [**Volunteering Victoria’s sport specific webpage**](https://www.volunteeringvictoria.org.au/sport-volunteering/). We encourage you to check out the full range of tools and use those which may support and apply to your club.

**Copy / Paste**

**Position Summary**

|  |  |
| --- | --- |
| **Position:** | Volunteer Coordinator |
| **Reports to:** | <insert> |
| **Remuneration:** | This is a volunteer position. Reimbursement policies apply where appropriate. |
| **Hours / time involved:** | <insert> |
| **Start date:**  | <insert> |
| **Term:** | <insert> |
| **Location:** | <insert> |

**About <Club name>**

<insert>

**Purpose**

The Volunteer Coordinator co-ordinates all elements of volunteering within the club. This is a critical role which ensures identification of all tasks which need volunteer assistance, creation of roles that are right sized for a volunteer’s capacity, recruitment and training of volunteers to fulfil them and creation of an environment which supports volunteers to remain in their roles for lengthy periods.

**Prior to competition season**

* Identify all tasks needing volunteer support within the club, from club operational through to competition and special events.
* Identify the likely time involvement for each task if completed by a trained volunteer.
* Identify the knowledge and skills ideal for a person undertaking each task
* Group the tasks into simple position descriptions, with volunteer-friendly time commitments.
* Recruit volunteers to roles that suit them
* Organise volunteer orientation, training and guidance
* Ensure volunteer records and compliance checks are current and record as appropriate

**During competition season**

* Create and maintain rosters for volunteers as and when needed in each area of the club
* Continually check with volunteers to identify any issues with knowledge and practice, and organise any additional training or support if needed.
* Ensure volunteer expense reimbursements are approved and actioned
* Recognise and thank volunteers throughout the season

**After the season**

* Ensure each volunteer is contacted, recognised and thanked for their contribution
* Gather feedback about volunteer experience and use this to identify ways to improve the club volunteer program.

**Personal Attributes**

* Good people skills and effective communication
* Positive and enthusiastic
* Be able to keep confidential matters confidential

**Key Relationships**

* <insert>

**Essential requirements**

* Current, valid Working With Children Check

**Adjusting this role to meet volunteer needs**

This role can be adjusted to recognise different needs of a volunteer - such as availability, timing, size of role and flexibility needed.