# Club Name

your logo here

### Position Description Form

| **Job Title** | **Volunteer Coordinator** | | |
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| **Accountability** | Secretary | | **Hours\_\_\_\_\_\_\_\_ / week – month - season** |
| General Description - Objectives | | | |
| * To coordinate all club volunteers to fill all positions required to ensure the club operations run smoothly at all times. | | | |
| Responsibilities | | | |
| * Attract and recruit new volunteers to the club * Develop clear job descriptions for all required tasks * Ensure the right person is found for each job * Identify ways of training volunteers if they do not have the required skills for the role * Supervise volunteers or allocate other members to supervise * Identify methods of recognising volunteers * Revise volunteer duties as needed * Communicate and liaise with committee members on a regular basis | | | |
| Qualifications - Accreditations | | | |
| **Essential** | | **Desirable** | |
| Relationships | | | |
| * Liaises with Club Executive and General Committee * Liaises with all club volunteers | | | |
| Reporting | | | |
| * Reports to the club secretary | | | |