



## **Volunteer Co-ordinator**

The Volunteer Co-ordinator is responsible for the human resource planning, recruiting, training, support and recognition of \_\_\_\_\_ RUFC volunteers.

### *Responsible To*

The Volunteer Co-ordinator is directly responsible to the President and members of the club.

### *Responsibilities and Duties*

The Volunteer Co-ordinator should:

- Know the Constitution and the official positions defined within the Constitution
- Assess the volunteer needs for the club for general running and special events
- Recruit and recommend the appointment of volunteers to roles that suit them
- Create or maintain Job Descriptions for each volunteer position
- Organise the orientation and the induction of volunteers
- Work with the Secretary organising volunteer rosters and maintaining records
- Identify and organise the training and education opportunities for volunteers
- In conjunction with the Treasurer, ensure that volunteers are reimbursed for their approved out-of-pocket expenses
- Oversee the development, training and support of volunteers
- Ensure all volunteers are recognised for their efforts
- Submit regular reports to the club/group committee.

Roles filled by volunteers include

- President
- Vice President
- Secretary
- Treasurer
- Committee members
- Club Development Coordinator
- Communications Coordinator
- Volunteer Coordinator
- Bar Manager
- Grounds Manager
- Match Manager
- Canteen Manager
- Coaches
- Trainers
- Managers

### *Knowledge and Skills Required*

Ideally a Volunteer Co-ordinator is someone who:

- Can communicate effectively and has good interpersonal skills
- Can identify areas of need as well as talent within the club
- Is positive and enthusiastic
- Is well organised.

### *Time Commitment Required*

The estimated time commitment required as the Volunteer Co-ordinator is \_\_\_\_\_ hours per week during the season, and \_\_\_\_\_ out of season.

The Volunteer Coordinator is appointed for a period of 12 months by the Club Committee.