**INTRODUCTION**

The Volunteer Coordinator is responsible for coordinating volunteer recruitment and retention initiatives as well as ensuring volunteers are adequately supported to complete their role successfully.

**WOULD SUIT SOMEONE WHO**

* Has a good rapport with a variety of people in the football club (a ‘people person’)
* Has a background in customer service
* Wants to become involved in a varied role with plenty of creativity allowed

**RESPONSIBILITIES**

* Identify volunteer shortages and target people to fill those roles
* Action all items on the Volunteer Management Plan
* Update and review the Volunteer Management Plan where required
* Develop and implement initiatives to attract new volunteers to the club
* Utilising the provided templates, develop position descriptions for all volunteer roles
* Identify training opportunities for volunteers and notify the Secretary to disseminate information
* Supervise volunteers to help upskill and support them where required
* Identify unique opportunities to recognise volunteers
* Nominate volunteers for ‘Volunteer of the Year’ awards
* Ensure Blue Card, RSA Training, First Aid & Coach Accreditation registries are up to date
* Along with the Social Coordinator, organise the Volunteer Recognition Function
* Approach targeted members prior to the AGM regarding nominating for committee roles

**KEY RELATIONSHIPS**

* **Reportable To: Vice President**
* **Key Reports:**
  + Club Umpire Coordinator
  + Team Managers
* AFLQ Club Coordinator
* All Club Volunteers

**TIME COMMITMENT REQUIRED**

* Approximately 2 hours per week, with the role varying greatly depending on the desired outcomes of the person in the role
* Attendance at monthly committee meetings is highly recommended given the heavy reliance on volunteers in the club

**TRAINING/EXPERIENCE REQUIRED**

* None