

# POSITION DESCRIPTION

## Volunteer Coordinator



### Executive Role

Decision making, overseeing and long term focus level of the committee.

### Objectives

- To oversee the prospecting, recruiting and retaining of volunteers from our membership and supporter base.
- To coordinate the deployment of volunteers to meet the operational needs of the Association.
- To oversee the recognition and rewarding of volunteers.

### Responsibilities

- Develop a volunteer program to prospect, recruit and retain volunteers.
- Develop an annual volunteer map of positions required to be filled across all Association operations.
- Develop position descriptions for all positions required to be filled.
- Develop a volunteer activation group to assist with the coordination of volunteers.
- Develop roster templates to roster volunteers in all identified operational areas.
- Develop and educate volunteers to fulfil their roles.
- Establish a relationship with volunteers to receive timely feedback.
- Develop a system to replace volunteers if they are unavailable to fulfil their role.
- Ensure there are mechanisms in place to recognise the importance of volunteers.
- Investigate and implement government financial assistance initiatives to support club volunteers.

### Relationships

- Reports to the president and executive committee.
- Supports all portfolios throughout the Association.
- Liaises with the executives of core business and competition and event operations.
- Liaises with the membership committee.

### Accountability

- The volunteer coordinator is accountable to the president and executive committee.
- Provides a report on any aspect of portfolio operations to the committee as and when required.