

POSITION DESCRIPTION

Volunteer Coordinator



Committee Role

General committee level position must have a portfolio and a role.

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.
- Coordinate with the Revenue Coordinator to develop opportunities for fundraising
- 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 association volunteers.

Relationships

- Reports to the Executive Memberships
- Supports all portfolios throughout the association.
- Liaises with the executives of match day & operations.
- Liaises with the memberships team.

Accountability

- The volunteer coordinator is accountable to the Executive of Memberships & Executive Committee.
- Provides a report on any aspect of portfolio operations to the committee as and when required.