



## **VOLUNTEER: *noun***

1. a person who voluntarily offers himself or herself for a service or undertaking.
2. a person who performs a service willingly and without pay.

### **VOLUNTEER COORDINATOR:**

Stop Out's Volunteer Coordinator manages the engagement and support of our club volunteer network and is responsible for the recruitment, selection, training and support for this group.

The Volunteer Coordinator reports through the committee's 'Volunteer Portfolio owner' to Stop Out's Executive Committee.

### **Job duties and responsibilities:**

The Volunteer Coordinator will in conjunction with the Volunteer portfolio owner:

- Assess the volunteer requirements across the day to day operation, plus Annual events and Special events.
- Recruit and recommend the appointment of volunteers to suitable roles beneficial to club and volunteer.
- Organise the orientation and the induction of volunteers.
- Work with the Junior Convenor and Senior Club Captain organising volunteer rosters and maintaining records.
- Identify and organise any training and education opportunities
- Ensure that volunteers are reimbursed for any approved expenses.
- Ensure all volunteers are recognised for their efforts.
- Submit regular reports to the Executive Committee.
- Profiles club volunteers to the wider membership and our local community
- Contributes and welcomes contribution to the volunteer link on the club website or within the clubrooms
- Continual update and refresh the pool of volunteers with succession planning.

### **Knowledge and skills equired:**

Our Volunteer Coordinator is someone who:

- Is positive and enthusiastic
- Enjoys their football
- Is a people's person!
- Celebrates success
- Is an effective communicator
- Has great people
- Is well organised
- Is accessible