

ROLE OF THE VOLUNTEER COORDINATOR

A Volunteer Coordinator is responsible for overseeing the volunteers within a club. The role of the Volunteer Coordinator is not to line manage, but to ensure volunteers have a meaningful and enjoyable volunteer experience, through recruiting the right volunteers to the right roles, and providing appropriate training, support and recognition to assist them in their role. This role should report into the Club Chairperson.

DUTIES OF A WORKFORCE COORDINATOR:

- To act as a main point of contact for volunteers within the club
- To build effective relationships with all club volunteers and the ASA County Workforce Coordinator
- To coordinate and help organise training for the club workforce
- To ensure all volunteer positions within the club have current role descriptions
- To be responsible for leading the recruitment, induction, and support of all club volunteers, in association with others
- To establish and manage a volunteer recognition programme within the club

To provide key information to volunteers such as emergency procedures, health and safety, child protection, equity policies and code of conduct, contact numbers, the club handbook, any meetings they need to attend, when and where, where equipment is kept and how to use it.
