

Volunteer Co-ordinator role



The main duties of a club volunteer co-ordinator are:

- Audit and document existing volunteer roles within the club.
- Working with the management committee and sub-committee, identify any new roles that need to be created.
- Consider whether some club members have taken on more than one role and whether this work could be divided to share the responsibility and workload.

- Align the skills of people associated with the club to specific roles they are suited to.
- Be the main point of contact for volunteers within the club.
- Recruit and induct new volunteers into the club and their role.
- Support the volunteers in their roles.
- Organise any training needs or workshops.
- Promote the role of volunteers within the club, thank and reward them for their work.

The skills needed to be a volunteer co-ordinator are:

- Being approachable and friendly.
- A good listener, with good communication skills.
- Management and organisational skills.
- Enthusiastic and a good motivator.
- A good delegator.