

Kyneton District Soccer Club – **Volunteer Coordinator**



Responsible To: Club President

The role of the Volunteer Coordinator is to recruit, support and recognize volunteers throughout the club.

Desirable Attributes:

The Volunteer Coordinator should:

- be a person who is enthusiastic about being a volunteer who could sell involvement to others
- be a person who can develop good relationships
- have a flexible approach to how the volunteer structure could be to accommodate the needs of potential volunteers
- be someone who is around the club
- be a regular email and social media user for ease of communication

Specific duties include but are not limited to:

- Detail a list of the volunteer requirements for the club in conjunction with the Committee
- Work with the Committee or selected subcommittee to develop or review Volunteer Support resources e.g. Volunteer Handbook, role descriptions etc.
- Actively recruit volunteers
- Oversee that the necessary volunteer screening is undertaken
- Induct new volunteers or arrange for others to do so
- Support new volunteer induction by organizing relevant people to support newcomers into their roles e.g. tee up an existing coach to support a new coach
- Act as the “go to” person for volunteers should they have a concern or problem
- Actively recognize volunteers generally and individually through club communication
- Attend Committee meeting when requested or on request.

Approval Date:		
Review Date:		
Version No:		1.0
President:	Sign:	Name:
Vice-President:	Sign:	Name: