VOLUNTEER COORDINATOR

JOB DESCRIPTION

(SAMPLE ONLY)

The Volunteer Coordinator is responsible for the human resource planning, recruiting, selection, training and recognition of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ club members.

The Volunteer Coordinator is directly responsible to the President of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ club and members.

**Responsibilities and Duties**

The Volunteer Coordinator should:

* Assess the human resource needs for the club for general running and special events
* Recruit and recommend the appointment of volunteers to roles that suit them
* Organise the orientation and the induction of volunteers
* Work with the Secretary organising volunteer rosters and maintaining records
* Identify and organise the training and education opportunities for volunteers
* Ensure that volunteers are reimbursed for their approved out-of-pocket expenses (when possible)
* Ensure all volunteers are recognised for their efforts
* Submit regular reports to the club committee

**Knowledge and Skills Required**

Ideally the Volunteer Coordinator is someone who:

* Can communicate effectively and has good interpersonal skills
* Is positive and enthusiastic
* Is well organised

**Estimated Time Commitment Required & Period of Appointment**

The estimated time commitment required of the Volunteer Coordinator of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ club is \_\_\_\_\_\_\_\_\_\_\_\_\_\_hours per week.

The Volunteer Coordinator is appointed for a \_\_\_\_\_\_\_\_\_\_\_\_\_\_term.