



CLUB VOLUNTEER CO-ORDINATOR

RESPONSIBILITIES:

- **OF ROLE:** The Club Volunteer Co-ordinator is responsible for the recruitment, training and retention of the club's volunteers.
- **TO:** Main Committee
- **FOR:** All those who volunteer within the club

DUTIES:

- Assess the personnel needs of the club on an annual basis; taking into account regular duties as well as special events
- Develop a recruiting plan that identifies all possible recruiting sources
- Understand the nature of volunteering and what motivates people to volunteer
- Recruit volunteers and, where possible, place them in roles that suit their background, skills or wishes
- Organise initial orientation and, where possible, ongoing training
- Keep club volunteers informed of all club activities and events
- Ensure individual volunteers are given appropriate support and guidance to maintain their enthusiasm
- Ensure appropriate recognition of volunteers, including nomination for RFU recognition awards
- Ensure a policy of open recruitment is implemented when advertising for, and appointing, volunteers

IDEAL/KEY SKILLS FOR ROLE:

- Approachable and a good listener
- Confident and effective communicator
- Good organisational skills and ability to delegate
- Enthusiastic and a good motivator

TIME COMMITMENT:

- Approximately 2–3 hours per week

CLUB NOTES: