



Club Volunteer Coordinator

Job Title:	Club Volunteer Coordinator	Club:	
Reports to:	The Office Bearers and Club Management Committee	Location:	
Work Pattern:	Anticipated Hours – xx per week including some evenings & weekends	Salary Band:	
<p>The Club Volunteer Co-ordinator plays an integral role in the development and retention of volunteers through:</p> <ul style="list-style-type: none"> • Encouraging other people to get involved through an enthusiastic, friendly, and supportive approach. • By being the first point of contact for new volunteers, introducing them around the club and making sure they understand what they are required to do. • Identifying training and support volunteers may need. • Making sure everyone feels welcome and valued. 			
<p>Knowledge and skills required:</p> <ul style="list-style-type: none"> • Welcoming and easy to approach • Good communication skills • Confident, well organised, forward planning and happy to delegate • Enthusiastic and motivating • Understands the reasons people get involved and be able to use this knowledge to attract more volunteers 			
<p>What you will get out of the role:</p> <ul style="list-style-type: none"> • This is a very social role where you will meet a wide variety of people • You will provide an important service to the club and community • This is a distinctive and worthwhile role that is attractive to potential employers • The organisational and communication skills gained are transferrable 			
<p>Key Accountabilities:</p>			
<p>Plan how many volunteers you need every year- remember to include special events as well as the week in week out running of the club</p>			
<p>Consider the best places to find new volunteers- remember to make sure your recruitment process is as open as possible</p>			
<p>Work across all sections of the club to target potential volunteers e.g. mini/youth section parents, ex-players and player partners</p>			
<p>Develop links with other community groups and at local events to raise club profile and access other sources of volunteers</p>			



If your club has a Business Development Manager, work with them to ensure a co-ordinated approach when engaging club and community volunteers

Giving people roles they enjoy will mean they are more likely to stay involved

Ensure volunteers know how the club can support them to get the training they need to do a better job

Support, encourage and thank volunteers regularly

Recognise and reward success, nominating volunteers for club, Scottish Rugby and other external awards

Organise an annual volunteers evening to thank current volunteers and attract new recruits for the following season

Create a succession plan so that you always have volunteers ready and willing to step up or provide cover for key roles