

Purpose

As the Volunteer Coordinator, your primary responsibility is to manage all aspects of volunteer resources within the club or society. You play a crucial role in human resources planning, recruitment, training, and recognition of club volunteers.

Responsible To

The Volunteer Coordinator is directly responsible to the President, as well as the members of the club/society.

Responsibilities and Duties

- Measure the human resources needs for the club for general running and special events.
- Recruit and match volunteers to roles that align with their skills and interests.
- Coordinate with the Health & Safety Coordinator to ensure risk management plans are in place for events involving volunteers.
- Organize volunteer orientations and inductions, including health and safety briefings.
- Work with the Secretary organising volunteer rosters and maintaining records.
- Ensure that volunteers are reimbursed for their approved out-of-pocket expenses, coordinating with Treasurer.
- Submit regular reports to the club/society committee.

Knowledge and Skills Required

- Strong organizational skills
- Can communicate effectively.
- Interpersonal skills to build positive relationships within the volunteer team.
- Is positive and enthusiastic.

Time Commitment

The time commitment can vary, ranging from half an hour to a few hours per week, depending on the club's size.

Term:

The Volunteer Coordinator is appointed for a one year term. They are elected at the AGM usually held in September or October and remain in the position until the next AGM. There may be no limit on how many years in a row they can hold that position, but there must always be a nomination and voting at each AGM.