

VOLUNTEER CO-ORDINATOR

ROLE DESCRIPTION

Co-ordinate the recruitment and organisation of volunteers within the club.

SKILLS/QUALITIES REQUIRED

- Be approachable
- Well organised
- A good motivator
- Confident and enthusiastic

MAIN DUTIES

- Has attended Running Sport workshop 'Valuing your Sports Volunteers'
- To be the main lead for Continual Professional Development (CPD) plan for members of management committee, coaches and referees
- Main contact for all volunteers
- To ensure all roles have job descriptions and update these where necessary
- To maintain contact with and supervise all volunteers
- To liaise with other committee members with regards volunteer requirements, working closely with the CWO to ensure every volunteer is aware of child protection issues and has been DBS checked where necessary
- To implement volunteer recruitment and recognition scheme

COMMITMENT

Attend AGM and other meetings, continual involvement in volunteer issues.