

# Role & Responsibilities of the **CLUB VOLUNTEER CO-ORDINATOR**

---



## **Who will I be responsible to?**

The Club Committee

## **Who will I be responsible for?**

All who volunteer in and for the club

## **What is my role?**

1. To do all possible to recruit, recognise, reward and retain those who volunteer for the club
2. Provide access to coach, official, volunteer opportunities for club members
3. Write a Club Volunteering Plan

## **What else can you tell me about the role?**

As the Club Volunteer Coordinator you will be expected to work closely with the Secretary and the Development Officer.

It is essential that you are enthusiastic, knowledgeable and keen to encourage and promote all of the volunteering roles within the club.

You will benefit from having a sound knowledge of local volunteering agencies from where we could recruit specialist volunteers to assist us at events or particular tasks e.g. auditor or event management. You should attend club committee meetings and the AGM.

## **How much time will I need to give to the role?**

Approximately 3 – 5 hours per week.

## **What tasks are involved?**

Tasks will include:

1. Appointing umpires, managers and mentors to teams and individuals
2. Raising the awareness of opportunities for volunteers and volunteering within the club, the county and beyond (e.g. at events and with and for other organisations)
3. Recruiting volunteers from within the membership and beyond to open and close the club house, help set-up the pitches, run the bar, make teas for home games, clean the changing rooms, wash the kit, transport the juniors to and from events etc
4. Produce a monthly information report for all areas of volunteering within the club