



VOLUNTEER COORDINATOR JOB DESCRIPTION

The Volunteer Coordinator is responsible for the human resource planning, recruiting, selection, training and recognition of **Waikanae FC** volunteers.

Responsible To

The Volunteer Coordinator is directly responsible to the President of **Waikanae FC** and the members of **Waikanae FC**

Responsibilities and Duties

The Volunteer Coordinator should:

- Assess the human resource needs for the club for general running and special events.
- Recruit and recommend the appointment of volunteers to roles that suit them.
- Organise the orientation and the induction of volunteers.
- Work with the Secretary organising volunteer rosters and maintaining records.
- Identify and organise the training and education opportunities for volunteers.
- Ensure that volunteers are reimbursed for their approved out-of-pocket expenses.
- Ensure all volunteers are recognised for their efforts.
- Submit regular reports to the club/group committee.
- Profiles club volunteers to the wider membership and the community
- Contributes and welcomes contribution to the volunteer noticeboard on the club website and / or the clubrooms

Knowledge and Skills Required

Ideally a Volunteer Coordinator is someone who:

- Is a people's person!
- Likes to celebrate success
- Can communicate effectively and has good people skills.
- Is positive and enthusiastic, enjoys their football
- Is well organised

Time Commitment Required

The estimated time commitment required as the Volunteer Coordinator of BBQ co-ordinator is no more than 1 hours per week and for the time period of **April** through to **October**