**Role outline: Volunteer Coordinator**

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| **NAME OF CLUB:** | CLUB NAME |
| **ROLE:** | volunteer coordinator |
| **RESPONSIBLE TO:** | NORMALLY CLUB COMMITTEE |
| **NAME OF VOLUNTEER** | NAME |
| **START DATE:** DATE | **END DATE:** DATE |

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| * Get to know all club volunteers and potential volunteers and be their main contact |
| * Ensure that all volunteers know what they are doing |
| * Supervise and oversee the role of other volunteers, including their paperwork. |
| * Coordinate the implementation of the volunteer recruitment, training and support plans. |
| * Recognise and nominate your volunteers for volunteer awards. |
| * Work with the Social Secretary to organise social and recruitment events for volunteers. |
| * Attend committee meetings as appropriate |
| * Arrange mentoring (if appropriate) for relevant volunteers |