

Position Description: Volunteer Coordinator

The Volunteer Coordinator is responsible to coordinate all club volunteers to fill all positions required to ensure the club operations run smoothly at all times. Activities include:

- a. Attract and recruit new volunteers to the club.
- b. Develop clear job descriptions for all required tasks.
- c. Ensure the right person is found for each job.
- d. Identify ways of training volunteers if they do not have the required skills for the role.
- e. Supervise volunteers or allocate other members to supervise.
- f. Identify methods of recognising volunteers.
- g. Revise volunteer duties as needed.
- h. Communicate and liaise with committee members on a regular basis.

The Volunteer Coordinator is a member of the General Committee and reports to the Secretary.

Reports to	Member of Standing Committee	Expected time commitment
Secretary	N/A	4-7 Hours per month