

JOB DESCRIPTION VOLUNTEER CO-ORDINATOR

The Volunteer Co-ordinator is responsible for the human resource planning, recruiting, selection, training and recognition of _____ club/group volunteers.

Responsible To

The Volunteer Co-ordinator is directly responsible to the President of _____ and the members of _____.

Responsibilities and Duties

The Volunteer Co-ordinator 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.

Knowledge and Skills Required

Ideally a Volunteer Co-ordinator is someone who:

- Can communicate effectively and has good interpersonal skills
- Is positive and enthusiastic
- Is well organised.

Time Commitment Required

The estimated time commitment required as the Volunteer Co-ordinator of _____ is _____ hours per week.

The time commitment required as the Volunteer Co-ordinator of a club/group varies greatly from club/group to club/group. Smaller clubs may require a Volunteer Co-ordinator to spend only a half hour week or larger clubs one hour per week on club/group related duties.



Department of Sport and Recreation
Government of Western Australia