



# COMMUNITY

# VOLUNTEER COORDINATOR



The Club volunteer coordinator plays a crucial role in managing and supporting volunteers. They act as a bridge between volunteers and the club committee, making sure that all involved have a positive experience.

## Responsible to

A Volunteer Coordinator is directly responsible to the Club Executive Committee

## Responsibilities

The Volunteer Coordinator should:

- Recruit - identify and attract potential volunteers
- Train - ensure the volunteers understand their roles, responsibilities and policies
- Schedule - coordinating the volunteers to align their availability with the needs of the club
- Understand - understand what motivates the clubs volunteers and align their duties to their motivation
- Support - offer ongoing support to volunteers, addressing any issues or concerns they may have, and providing guidance and feedback
- Recognise - developing programs and initiatives to recognise and appreciate volunteers' contributions
- Communicate - the volunteer coordinator serves as the primary point of contact between the club committee and its volunteers. Effective communication ensures that volunteers are informed, involved and remain engaged
- Comply - ensure that all volunteers comply with requirements i.e. blue card check, volunteer policies, confidentiality agreements
- Problem solve - addressing any issues that arise with volunteers and the ability to mediate conflicts

## Initial Duties

- Ensure that ALL volunteers are registered to MySideline
- Complete the following online courses:
  - [Child Safety - Patrons of the Game](#)
  - [Complaints Handling in Sport](#)
- Collect volunteer information, availability and skills and maintain a database with this information

## Governance & Knowledge

- Ensure that a current photo of all volunteers is attached to their profile on MySideline
- Ensure that all volunteers have completed a blue card check
- Ensure that all volunteers have completed the [Child Safety - Patrons of the Game](#) online course
- Develop clear job descriptions for all required tasks

## Meetings & Communication

- The Volunteer Coordinator should attend the Club meetings to stay abreast with the happenings within the club
- An information session for all volunteers will provide an opportunity to share key information and allow volunteers to meet

## Estimated Time Commitment Required

The estimated time commitment as the Volunteer Coordinator is 5-7 hours per week