

## **VOLUNTEER COORDINATOR JOB DESCRIPTION (SAMPLE ONLY)**

The Volunteer Coordinator is responsible for the human resource planning, recruiting, selection, training and recognition of \_\_\_\_\_ club/group volunteers.

### *Responsible To*

The Volunteer Coordinator is directly responsible to the President of \_\_\_\_\_ and the members of \_\_\_\_\_.

### *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.

### *Knowledge and Skills Required*

Ideally a Volunteer Coordinator 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 Coordinator of \_\_\_\_\_ is \_\_\_\_\_ hours per week.

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