



ROLE PROFILE

VOLUNTEER CO-ORDINATOR, AYR SEAFORTH

As a Volunteer Co-ordinator you will play a vital role by driving our volunteer management program and providing ongoing support to volunteers. You will also become the main point of contact for our volunteers.

By appointing a Volunteer Co-ordinator, the club recognises the importance of volunteers to the organisation, and the importance of planning ongoing volunteer management.

Responsible to - the Workforce Sub Committee.

Key Tasks

Recruitment and selection

- Working out how many volunteers are needed and for what roles
- Developing position descriptions for each role
- Planning for volunteer retention and replacement
- Developing policies and procedures including induction kit

Rewards and recognition

- Developing ways to recognise and reward volunteers
- Promoting the recognition programme

Management

- Maintain the volunteer database and records
- Rostering and organising volunteers
- Arranging training and education opportunities
- Liaison with all Sub-Groups in relation to volunteer matters
- Attend Workforce Sub-Group meetings as required

Relevant Skills, Competencies and Experience

- To be able to communicate effectively, be articulate, with strong writing skills and the ability to feedback accurately



- The ability to work equally well in a team and unsupervised.
- Have an interest in athletics
- Good understanding of confidentiality
- An empathy with volunteers and understanding of their needs
- Capacity to motivate and inspire others

What support will you be given?

- A full induction
- Opportunity to receive any relevant training identified as beneficial to the role
- Ongoing support from the Workforce Sub-Group and other committee members
- Opportunities to be involved in other club activities

What are the benefits of being the Volunteer Coordinator?

- Development of communication skills
- Use your skills and experience to contribute to the success of the club
- References to add to your CV
- Be part of a team of volunteers and meet new people
- Increase your confidence and gain new skills
- You will be a valued part of the club, in helping us become as positive and successful as we can

Time Commitment

It is anticipated that the role would require 4 hours per week with occasional additional hours to attend meetings or events.