Role outline: Volunteer Coordinator

- Get to know all club volunteers and potential volunteers and be their main contact
- Ensure that all volunteers know what they are doing
- Supervise and oversee the role of other volunteers, including their paperwork.
- Coordinate the implementation of the volunteer recruitment, training and support plans.
- Recognise and nominate your volunteers for volunteer awards.
- Work with the Social Secretary to organise social and recruitment events for volunteers.
- Attend committee meetings as appropriate
- Arrange mentoring (if appropriate) for relevant volunteers