



Volunteer Co-ordinator Position Description	
The Volunteer Co-ordinator is responsible for the human resource planning, recruiting, selection, training and recognition of _____ club/group volunteers.	
<b>Responsible to:</b>	The Volunteer Co-ordinator is directly responsible to the President of _____ and the members of _____.
Knowledge, Skills, Experience and Requirements	
<ul style="list-style-type: none"><li>• Can communicate effectively and has good interpersonal skills</li><li>• Is positive and enthusiastic</li><li>• Is well organised</li></ul>	
<u>Time Commitment Required</u>	
The estimated time commitment required as the Volunteer Co-ordinator of _____ is _____ hours per week.	
<i>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.</i>	
Responsibilities and Duties – A Checklist for Consideration	
<ul style="list-style-type: none"><li>• Assess the human resource needs for the club for general running and special events</li><li>• Recruit and recommend the appointment of volunteers to roles that suit them</li><li>• Organise the orientation and the induction of volunteers</li><li>• Work with the Secretary organising volunteer rosters and maintaining records</li><li>• Identify and organise the training and education opportunities for volunteers</li><li>• Ensure all volunteers are recognised for their efforts</li><li>• Submit regular reports to the club/group committee</li></ul>	