**Role outline: Club Volunteer Coordinator**

| **NAME OF CLUB:** | RIBBLE VALLEY  |
| --- | --- |
| **ROLE:** | HClub Volunteer Coordinator |
| **RESPONSIBLE TO:**  | Club Committee |
| **NAME OF VOLUNTEER** | Debbie Hallas |
| **START DATE:** Sept 2021 | **END DATE:** Aug 2022 |

* To be enthusiastic with a good knowledge of the club and its volunteer needs.
* Be an excellent communicator.
* To have a good understanding of the club volunteer roles and the ability to empathise with their needs.
* To have good organisational and leadership skills and the ability to delegate.
* To take a lead role in communicating with the clubs volunteers.
* To act as the main point of contact for volunteers within the club.
* To build effective relationships with all club volunteers.
* To support the development of club volunteers by coordinating and helping organise appropriate training to meet their needs.
* To ensure all club volunteers have clearly outlined role descriptions.
* To be responsible for leading the recruitment, induction and support of all club volunteers.
* To establish and manage a volunteer recognition programme within the club. Working closely with the committee to ensure all volunteers feel valued.
* To recognise volunteer contributions
* To encourage parents to get involved with the club in some capacity.
* To advertise for additional volunteers for our club tournament.
* Take responsibility for organising and assisting the volunteers on the day of our club tournament.