**SAMPLE VOLUNTEER COORDINATOR ROLE DESCRIPTION**

The Volunteer Coordinator is responsible for the human resource planning, recruiting, selection, training and recognition of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ (club) 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 and ensure the right person is found for each role.
* 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 an organisation varies greatly from organisation to organisation. Smaller clubs may require a Volunteer Coordinator to spend only a half hour per week or less. Larger organisation may require one hour per week on organisation related duties.*