**SAMPLE VOLUNTEER COORDINATOR   
JOB DESCRIPTION**

The Volunteer Coordinator is responsible for the human resource planning, recruiting, selection, training and recognition of \_\_\_\_\_\_\_\_\_\_\_\_\_\_club/group 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 that suit them.
* 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 a club/group varies greatly from club/group to club/group. Smaller clubs may require a Volunteer Coordinator to spend only a half hour week or less. Larger clubs may require one hour per week on club/group related duties.