

R³ - VOLUNTEER CO-ORDINATOR POSITION OUTLINE

Purpose of the role.

To ensure that our volunteers are recruited, retained and recognised correctly allowing the volunteer to achieve what they want while assisting the club to achieve its own outcomes.

Key attributes:

- A good organiser
- Is passionate about the club and the volunteer space
- Has the time and energy to lead the volunteers at the club
- Understands and engages completely with the R3 concept (volunteer needs/wants and motivations are in the middle)
- Can use the required technology (email, spreadsheets etc) to organise and communicate with volunteers

Key Role/Responsibilities

- Create, monitor and ensure the use of the volunteer database
- Collect current volunteer information
- Establish a baseline for how many volunteers are required each year
- Co-ordinate the delivery of any specific training requirements for volunteers
- Co-ordinate the delivery of volunteer recruitment strategy
- Ensure volunteers are rewarded and recognised appropriately
- Where required, complete role descriptions for volunteer work
- Hold regular volunteer meetings
- Develop a succession plan for volunteers
- Ensure requirements are met for volunteer health and safety