

Job Description – Volunteer Coordinator

JOB TITLE: Volunteer Coordinator
RESPONSIBLE TO: Crewe Judo Club Executive Committee

- SKILLS REQUIRED:**
- Approachable and a good listener
 - Well organised
 - Able to delegate
 - Confident and effective communicator
 - Enthusiastic and a good motivator
 - Tactful and discrete
 - Prepared to make a regular time commitment

MAIN DUTIES:

- 1) Supervise/ oversee all club volunteers
- 2) Ensure that opportunities for feedback and training are provided
- 3) Act as the main contact for all volunteers
- 4) Liase with the Chairperson to ensure that all tasks required to run the club efficiently are carried out
- 5) Ensure that each task has been assigned to a volunteer
- 6) Ensure that each volunteer understands their job and their role within the organisation
- 7) Get to know all club volunteers and potential volunteers by name
- 8) Ensure that all jobs have a job description - consult volunteers and executive committee to write job descriptions
- 9) Motivate volunteers through recognition and feedback
- 10) Co-ordinate the 'volunteer of the year' award
- 11) Co-ordinate the implementation of the volunteer recruitment plan
- 12) Annually monitor and evaluate the plan for effectiveness, and report back to the committee.

SIGNATURES:

Chair Person

Date

Secretary

Date

