

VOLUNTEER COORDINATOR



POSITION DESCRIPTION

PRIMARY PURPOSE OF POSITION

The (club name) Gliding Club Volunteer Officer is primarily responsible to recruit, support and recognise volunteers throughout the club.

Key Responsibilities

- Ensure (club name) promotes the participation and achievement of gliding for the needs of its members, community, and additional stakeholders.
- Detail a list of volunteer requirements for the club in conjunction with the Management Committee and other Key Personnel.
- Work with the committee or selected subcommittee to develop or review Volunteer Support resources eg. Volunteer Handbook, position descriptions.
- Actively recruit or assist in recruiting volunteers.
- Induct new volunteers or arrange for others to do so.
- Support new volunteer induction by organising relevant people to support newcomers into their roles.
- Act as the 'go to' person for volunteers should they have a concern or problem.
- Actively recognise volunteers generally and individually through club communication.
- Organise or assist in organising club 'working bees' to maintain/improve club facilities.
- Attend committee meetings if required.
- Review and revise (club name) Volunteer Officer position description to ensure it continues to reflect the requirements of the role.
- Train, mentor, and support the next (club name) Volunteer Officer.

Knowledge, skills, and abilities

- Be friendly and easy-going in approaching others.
- Be a person who can develop good relationships internally and externally
- Be a person who is enthusiastic about being a volunteer who could sell involvement to others.
- Have a flexible approach to how the volunteer structure could be to accommodate the needs of potential volunteers.
- Enjoy the club themselves and be enthusiastic about the club and its activities.
- Be comfortable with using email or other communication tools to involve volunteers.

Other requirements

- Induction Training
- Working with Children Check (insert correct state authority)
- If at any stage the (club name) Volunteer Officer becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the (club name) Secretary.