

## **MSSC Volunteer Coordinator**

Responsible To: Club President

The role of the Volunteer Coordinator is to recruit, support and recognize volunteers throughout the club.



### **Desirable Attributes:**

#### **The Volunteer Coordinator should:**

1. Be a person who is enthusiastic about being a volunteer who could sell involvement to others.
2. Be a person who can develop good relationships.
3. Have a flexible approach to how the volunteer structure could be to accommodate the needs of potential volunteers.
4. Be someone who is around the club.
5. Be a regular email and social media user for ease of communication.

#### **Specific duties include but are not limited to:**

6. Detail a list of the volunteer requirements for the club in conjunction with the Committee.
7. Work with the Committee or selected subcommittee to develop or review Volunteer Support resources e.g. Committee Inductions, role descriptions etc.
8. Actively recruit volunteers.
9. Oversee that the necessary volunteer screening is undertaken.
10. Induct new volunteers or arrange for others to do so.
11. Support new volunteer induction by organizing relevant people to support newcomers into their roles e.g. tee up an existing coach to support a new coach.
12. Act as the “go to” person for volunteers should they have a concern or problem.
13. Actively recognize volunteers generally and individually through club communication.
14. Attend Committee meetings as required.
15. Assist with volunteers for Canteen, Club Fundraising and Events throughout the year.
16. Assist as required Committee Members.
17. Assist Registrar to audit and replace items such as first aid kits and team kits, game balls (2 pumped) Strips are in good condition/replaced in team bags and follow up missing items at start/end of season, or as requested.