



## **Volunteer Coordinator – Role description**

### **Purpose of role:**

The *Volunteer Co-ordinator* will lead on the recruitment of volunteers for new and existing roles within the club. This role is a vital role in any club as volunteers join the club for many different reasons, so it's important to make your club as appealing as possible.

The *Volunteer Coordinator* will make sure a strong volunteering culture exists within the club, resulting in all volunteers being valued, developed and supported; ensuring they have the confidence and knowledge to undertake their roles to the best of their ability.

3 improvements clubs should see are:

- **Peoples skills are matched to appropriate roles**
- **Communication with its volunteers improves**
- **The club plans ahead to see which roles it needs to achieve its goal**

### **We are looking for someone that is:**

- Organised
- Approachable
- Confident and enthusiastic
- Has Strong Communication Skills

### **What's involved?**

- Act as the initial point of contact for current and potential volunteers
- Ensure all the details of active volunteers within the club are kept securely and up to date
- Collect and update a database of parent/guardians of players that will include details of their occupation, skills and contact details
- Assign people roles that suit their skills, interests and availability
- Encouraging a more diverse range of volunteers at the club including more females, people from a BME background, people with a disability and young volunteers
- Provide new volunteers with the support and information that will result in them being confident to undertake their chosen role and enjoy the experience
- Identify appropriate learning/development opportunities for club volunteers
- Ensure the club values and recognises the contribution of its volunteers
- Develop relationships with local organisations and groups to promote volunteer opportunities at the club
- Responsible for registering the club on the FAW Trust volunteer hub and managing recruitment and scheduling.

### **Commitment required**

This role, in most cases, will take approximately 2 to 3 hours per week, though this will depend on the nature of your sports club/organisation.

### **What support will there be?**

- Support and direction from key club management personnel i.e. chairperson to ensure the recruitment of volunteers is aligned to the vision of the club
- Development and training opportunities from the FAW Trust
- Guides, resources and ideas from the FAW Trust
- Any additional support club can provide to enhance the Volunteer Coordinator's ability to undertake their role
- [Volunteer Coordinator toolkit](#)