

Role & Responsibilities of the Volunteer Coordinator

Role:	Volunteer Coordinator
Responsible to:	Club committee through the Chairperson
Role purpose:	To coordinate the recruitment, training and opportunities for volunteers within the club
Commitment:	2 – 4 hours per week plus committee meetings

Main Tasks:

- Act as the main contact for all volunteers
- Ensure the implementation of the volunteers recruitment, training and support plans for members and parents
- Recruit volunteers from within the membership and beyond in various roles including helpers for the everyday running of the club
- Ensure all volunteers are clear on their responsibilities through role descriptions
- Liaise with volunteer organisations and British Canoeing to provide access to coach, official, and volunteer opportunities for club members
- Ensure volunteers are trained and supported appropriately including vetted through the DBS, if working with children and vulnerable adults
- Encourage and promote all volunteering roles and opportunities within the club
- Ensure club volunteers are rewarded and appreciated with acknowledgements, awards and social occasions

Skills required?

- Enthusiastic and knowledgeable about the club and volunteers
- Approachable and confident communicator
- Good organisation skills