



# Burleigh Bears Junior Rugby League Club

## Position Description

<b>Position Title:</b>	Volunteers Co-Ordinator	<b>Category:</b>	General Committee
<b>Position Description</b>			
<p>The Volunteer Co-ordinator is responsible for assisting executive committee with the human resource planning, recruiting, selection, training, and recognition of all volunteers.</p> <p>The Volunteer Co-Ordinator will be required to understand the nature of volunteering and what motivates members to volunteer.</p> <p>Can communicate effectively and has good interpersonal skills, is positive and enthusiastic and is well organised.</p> <p>The Volunteer Co-Ordinator needs to be a team player who has the ability to work with committee members and in particular Admin/Functions Co-Ordinator.</p>			
<b>Responsible To</b>			
<p>The Volunteer Co-ordinator is directly responsible to the President and the members of the club.</p>			
<b>Responsibilities and Duties</b>			
<ul style="list-style-type: none"> <li>• Communicate / Coordinate with Team Managers for home game volunteers for club duties.</li> <li>• Create a volunteer's roster from the teams volunteers for home games and make this available by the Thursday prior to home games.</li> <li>• Assess the human resource needs for the club to operate including training afternoons, home games, gala days and any special events/functions.</li> <li>• Recruit volunteers and where possible recommend the appointment of volunteers to roles that suit them.</li> <li>• Manage the communication with volunteers to keep them informed of all Club activities.</li> <li>• Work with the Executive Committee organising volunteer rosters for and maintaining records.</li> <li>• Identify and organise the training and education opportunities for volunteers.</li> <li>• Ensure volunteers are aware job descriptions for all required tasks.</li> <li>• Ensure that volunteers are reimbursed for their approved out-of-pocket expenses.</li> <li>• Ensure all volunteers are recognised for their efforts.</li> <li>• Submit regular reports to the club Executive Committee</li> </ul>			

### Time Commitment Required & Period of Appointment

The estimated time commitment required as the Volunteer Co-ordinator is 10 hours per week.

The Volunteer Coordinator is appointed for a 12 month period.