

# **VOLUNTEER COORDINATOR**

## **Roles and Responsibilities**

The Volunteer Coordinator is responsible for the human resource planning, recruiting, selection, training and recognition of Hastings & District Canoe Club.

The Volunteer Coordinator is directly responsible to the Chairman of the Club and the members of The Committee

### *Responsibilities and Duties*

The Volunteer Coordinator should:

- Assess the human resource needs for the club for general running and special events.
- Recruit and recommend the appointment of volunteers to roles that suit them.
- Organise the orientation and the induction of volunteers.
- Work with the Secretary organising volunteer rosters and maintaining records.
- Identify and organise the training and education opportunities for volunteers.
- Ensure that volunteers are reimbursed for their approved out-of-pocket expenses.
- Ensure all volunteers are recognised for their efforts.
- Submit regular reports to the club/group committee.

### *Knowledge and Skills Required*

Ideally a Volunteer Coordinator is someone who:

- Can communicate effectively and has good interpersonal skills.
- Is positive and enthusiastic.
- Is well organised.

### *Time Commitment Required*

The estimated time commitment required as the Volunteer Coordinator of Hastings & District Canoe Club is 1 hour per week.

Signed:

Dated:

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Updated 2015