



VOLUNTEER CO-ORDINATOR

Responsible to: [Chair / Parents Forum](#)

ROLE

Co-ordinating the recruitment and organisation of volunteers within the club.

SKILLS

- Well organised and able to delegate
 - Enthusiastic and a good motivator
 - Approachable
 - Confident and effective communicator
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MAIN DUTIES

- Main contact for all volunteers
- Get to know all club volunteers and potential volunteers by name
- Ensure all jobs have job descriptions
- Supervise and oversee all volunteers
- Liaise with the Chairperson to ensure all tasks required to run the club are carried out
- Co-ordinate the implementation of the volunteers requirements
- Liaise with the Secretary, Treasurer PR officer as to their volunteer requirements
- Liaise closely with the Welfare Officer to ensure that each volunteer is aware of the Child Protection Policy and Procedures
- Ensure volunteers are directed to the BJA website for useful information on volunteering
- Organise social and recruitment events for volunteers
- Talent spot' potential volunteers
- Assist with recruitment of new volunteers

Name _____

Signed _____

Date _____
