QUEENSLAND WATERSKI AND WAKEBOARDING FEDERATION INC

POSITION DESCRIPTION

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| Insert club name here |

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| logo |

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| VOLUNTEER COORDINATORROLE: This key position is to recruit and support appropriate volunteers taking on various roles within the organisation. The following attributes, skills and experience will help support a management committee looking to fill this position while also providing the new volunteer coordinator with a broad outline of the role. |
| The following notations to attributes, skills and experience are to be taken as a guide to assist in identifying and recruiting a suitable volunteer, however are not to be taken as a required pre-requisite |
| Attributes‘Considered as the quality or characteristic of the volunteer for the role’ | Skills‘The ability of the volunteer that comes from their knowledge, practice, training and education within to enable them to perform the role well’ | Experience‘Volunteer having personally observed, encountered or undergone practical or theoretical training in the role’ |
| * Approachable
* Excellent communicator, conversationalist and listener
* General knowledge of all operations of organisation and roles within the organisation
* Matching volunteers’ expectations, skills and experience to available positions
* Well organised and punctual
* Reliable
* Enthusiastic
* Respected
* Strong leadership
* Motivator
* Ability to ease concerns through knowledge, experience and support for new volunteers
* Excellent problem solver
* ‘Working with Children’ accreditation or ability to secure
 | * Mentoring
* Organisational and communication skills
* Able to inspire and motivate
* Identifying and recruiting potential new volunteers for identified roles
* Able to identify future roles to be filled
* Networker across organisation
* Understand and implement organisation strategic / operational plans
* Understand and implement organisation vision, mission and values
* Able to review and update position descriptions
* Human resource management
* Sourcing support from outside organisations
* Establish and maintain volunteer database
 | * Volunteer program management
* Roles within the organisation or other similar groups
* Creation of position descriptions
* Involved in detailed planning – strategic / business
* Position within recruitment department / agency
* Review and update of position descriptions
* Supervision and direction of volunteer program
* Networking with volunteering organisations
* Creation of volunteer rosters / reviews and feedback surveys
* Annual volunteer recognition
* Linking volunteers to appropriate roles
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| POSITION OUTLINE: Using their well-developed communication skills, the volunteer coordinator will be the main point of contact for all volunteers completing tasks to support the club. Well versed in areas such as workplace, healthy and safety, training and education and risk management, the position will require an ability to manage, coordinate, implement and support every volunteer undertaking an activity to support the club. The success and ongoing growth of volunteer support will rely on the volunteer coordinator having a sound knowledge of all aspects of the club and the ability to lead groups through a strong positive approach to all events and activities.  |
| Daily items* Check and respond to all communications
* Ongoing preparation of volunteer rosters for upcoming events
* Review and update training and education programs
 | Weekly items* Ongoing preparation of volunteer rosters for upcoming events
* Review and update training and education programs
* Deliver various volunteer training and education programs
* Conduct inductions where required
* Communicate with various volunteer coordinators across club activities – eg: canteen / grounds / events
* Continually look for and promote volunteer training / accreditation and education opportunities
* Maintain due diligence in regards to compliance checks and maintain a register of volunteers details
 | Monthly items* Hold training and education sessions for volunteers undertaking new tasks
* Conduct volunteer inductions where required
* Update volunteer needs across club departments – eg: canteen / grounds / events
* Undertake volunteer surveys to gauge effectiveness of volunteer support / training / experience
* Organise reimbursement of any out of pocket volunteer expenses
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| Annual items* Review and update succession planning for new volunteer coordinator
* Implement succession planning with new volunteer coordinator
* Host volunteer recognition event
* Prepare and submit annual report for annual general meeting
* In discussion with volunteers across various departments within club, prepare volunteer calendar of events including list of volunteers needed, skills required and time needed for each event
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Review Date: Signed:

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