



## Volunteer/Official Job Description (Template)

*The template below provides some ideas for the type of skills and duties that can be included on a job description for a Volunteer. The duties should be amended, improved, added to or deleted to suit the circumstances of the club, but in particular to suit the person taking on the job e.g. their current commitments, skills, time constraints etc.*

**JOB TITLE:** Volunteer/Official - (enter free text the role)

**RESPONSIBLE FOR:** .....Junior section/ ladies/ male/ 1st,  
2nd team

**RESPONSIBLE TO:** The Club Management Committee

**QUALIFICATIONS:**

**SKILLS REQUIRED:** The Volunteer/Official should be able to:

1. Motivate performers and volunteers, and communicate effectively with them
2. Make things FUN
3. Use time efficiently and effectively
4. Provide structured planning and make best use of time available
5. Show an appropriate level of technical knowledge
6. Break skills down if appropriate, analyse skills and make improvements
7. Make use of appropriate equipment and adapt if necessary
8. Provide advice on sports science and lifestyle guidance.

**MAIN DUTIES:**

1. Consult with team captain/ manager/ organiser about the aims of the sessions
2. (Head Coach) Co-ordinate the coaches and coaching for the .....  
section
3. (Head Coach) Provide support and advice to the assistant coaches and helpers  
within the coaching team
4. Be prepared to be delegate organisational jobs e.g. keeping the register,  
equipment and venue hire
5. Brief/ be aware with all other volunteers on the aims of the session and the  
purpose of each activity. Involve all and make sure they are made aware of the  
value of their input
6. Liaise with the club management committee

7. Ensure that you are well briefed about any special needs of the participants involved i.e. levels of fitness, significant medical conditions, physical impairments or disabilities
8. Consider at all times the appropriate to the ability of participants
9. Make participants aware of their progress
10. Identify and recruit, in line with club and child protection recruiting procedures, additional volunteers to assist in the running of club activities e.g. parents
11. Ensure the Management Committee is aware of all club activities and ensure strong links and communication between each team throughout the season i.e. Juniors < Seniors, 4th team < 1st team
12. Provide information on where the participant can continue in the sport, and liaise with NGB to access county and national structure for talented performers
13. Abide by and promote sound ethics and club policy; child protection, fair play and equal opportunities to all members
14. Ensure that if working with persons under 18 years that you have undertaken a CRB Disclosure (see WRU policy on obtaining CRB Disclosures)
15. Ensure that if working with persons under 18 years that you have completed as a minimum the On line Child Protection Course
16. Ensure that all staff qualifications are kept up to date
17. Ensure that the all equipment used is correct and is kept in good working order
18. Be aware of and follow the procedures for recording accidents – also recording attendance and emergency contact numbers
19. Be aware of the clubs Health & Safety policy and Emergency Procedures and take their own responsibility for Health & Safety
20. Ensure that there is an accessible, well stocked first aid kit at the venue and a telephone nearby.

**TIME COMMITMENT:**

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This will be different for each club – dependant on size of club, level of players etc