

Club Volunteer Coordinator

Volunteers are the workforce of rugby clubs so as the Club Volunteer Coordinator you will be responsible for managing that workforce. As well as answering recruitment queries and leading recruitment drives, you will ensure that current volunteers are satisfied and want to continue to volunteer.

What kind of person should you be?

1. **A good listener** – It's important to identify barriers to volunteering and this can be achieved through listening to the experiences of your current volunteers. You also need to identify and utilise relevant or useful skills they may have.
2. **Confident** – volunteers take reassurance from someone who has confidence in their role.
3. **A leader** – volunteers work best with someone leading their work and delegating tasks.
4. **An effective communicator** – communication is central to the role both in recruiting volunteers, working with existing volunteers and communicating the benefits of volunteering.

The core responsibilities

1. Maintain an up to date database of volunteers in the club. Coordinate with the Club Safeguarding Officer to ensure volunteers have the appropriate background checks where necessary.
2. Plan the most effective use of the volunteers with in the club based on the skills they have and the role they are seeking. Establish with volunteers their desired level
3. Develop a club wide plan relating to volunteering. Develop and support individual plans to increase the skills of volunteers.
4. Operate a volunteer reward scheme in the club ensuring that the effort of volunteers is recognised by the whole club.

The commitment

1. A Club Volunteer Coordinator will be appoint for the whole season so you'll be expected to perform the role for at least 9 months.
2. The workload will be constant throughout the season with periods of higher activity at the beginning and the end of the season.
3. The time commitment will be approximately three hours a week

What do you get out of it?

This is a very social role with everyone needing to know your name. It's also a prominent role with the development of volunteering plans and leading initiatives. It is also a creative one, particularly around the operation of the reward scheme. Seeing the volunteers return season after season will give you a sense of pride and ensures the club is sustainable.

