
TASK DESCRIPTION VOLUNTEER COORDINATOR

The role of Volunteer Co-ordinator is best described as the 'Human Resource' Officer – someone who has a **specific** responsibility for supporting the clubs' voluntary workforce. The role will vary from club to club, but **most** Volunteer Co-ordinators will:

- Provide support to new volunteers, making them feel welcome and helping them to settle in to their new role
- Get to know individuals, their interests and skills so that they can be matched to a role they will enjoy
- Provide feedback to let young rowing volunteers know how are they are progressing
- Ensure young volunteers are not overloaded and are supported at a particularly busy time
- Support young rowing volunteers who might be ready for the next challenge
- Make sure that the club uses the young people's skills **appropriately**, so that they feel valued and respected
- Say thank you to volunteers – or maybe organise a special awards evening to recognise the work that goes on behind the scenes.

In addition to this some Volunteer Co-ordinators may choose to:

- Help to put the 'people plan' in place to support the club development plan, or events programme
- Raise the profile of volunteers and volunteering within the club
- Act as the main point of contact within the club for 'all things volunteering'
- Sit on the committee so that volunteers and volunteering are kept on the agenda – not just taken for granted.

These suggestions are not prescriptive and it is important that you work out what level of support you can offer and that you tailor your work to suit the needs of your club and your volunteers.

IMPORTANT NOTE

Volunteer Co-ordinators **don't** have to take sole responsibility for recruiting all the volunteers that the club needs and this should be a shared role Within the club.

