



## **JOB DESCRIPTION**

JOB TITLE: Volunteer Co-ordinator  
POST HOLDERS: Rob Bing  
RESPONSIBLE TO: W&DAC Committee/ Chairperson

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### Role:

To act as a main point of contact for all volunteers.

### Main Duties:

- Be aware of any potential movement (e.g. extended absences) within the volunteers and arrange for cover for this with the coaching co-ordinator.
- Supervise and oversee all volunteers.
- Promote the idea of volunteering to friends, family and club members.
- Liaise with the chairperson to ensure co-ordination of all volunteers, in particular for races and special events hosted by the club.
- Identify volunteering opportunities within the club for young and junior members.
- Be the point of contact for the 'Step Into Sport' programme.
- Liaise with the Welfare Offices to ensure all volunteers are aware of any welfare requirements.
- Attending monthly committee meetings, the AGM and any extraordinary general meetings when called.

Reviewed: 05.02.2015

Issued by: Stephanie Dennis

Approved by: Jon Kemp on behalf of the W&DAC Committee