

**Role outline:** Volunteer Coordinator

**NAME OF CLUB:** TAMESIDE NETBALL CLUB

**ROLE:** VOLUNTEER COORDINATOR

**RESPONSIBLE TO:** CLUB COMMITTEE

**NAME OF VOLUNTEER:** JANE CHISNALL

**START DATE:** 1 SEPTEMBER 2021

**END DATE:** 31 AUGUST 2022

Main duties:

• get to know all club volunteers and potential volunteers and be their main contact;

• ensure all volunteers know what they are doing:

• supervise and oversee the role of other volunteers, including their paperwork;

• coordinate the implementation of the volunteer recruitment, training and support plans;

• recognize and nominate volunteers for volunteer awards;

• work with the social secretary to organize social and recruitment events for volunteers;

• attending committee meetings as appropriate; and

• arrange mentoring (if appropriate) for relevant volunteers.

Signed ……………………………………………………………………..

Date ………………………………………………………………………..