



# Quick guide to committee roles: VOLUNTEER CO-ORDINATOR

**NAME OF CLUB:**

CLUB NAME

**ROLE:**

VOLUNTEER CO-ORDINATOR

**RESPONSIBLE TO:**

NORMALLY CLUB COMMITTEE

**NAME OF VOLUNTEER:**

NAME

**START DATE:**

00/00/00

**END DATE:**

00/00/00

**Roles and responsibilities**

- Get to know all club volunteers and potential volunteers and be their main contact.
- Ensure that all volunteers know what they are doing.
- Supervise and oversee the role of other volunteers, including their paperwork.
- Co-ordinate the implementation of the volunteer recruitment, training and support plans.
- Recognise and nominate your volunteers for volunteer awards.
- Work with the social secretary to organise social and recruitment events for volunteers.
- Attend committee meetings, as appropriate.
- Arrange mentoring (as appropriate) for relevant volunteers.