



VOLUNTEER CO-ORDINATOR ROLE

Responsible to: Committee

Liaising with: Committee, parent/ carers, members and volunteers,

Responsible for:

To lead on the recruitment, retention and recognition of club volunteers

Key Functions:

- Attend Committee meetings.
- Act as main contact for all volunteers.
- Act as a contact point in publicity information for potential new volunteers.
- Liaise with the Chairperson to ensure that all tasks required to run the club efficiently are carried out
- To provide support and guidance to all volunteers where appropriate.
- To induct new volunteers to the club.
- Ensure that all volunteers are recognised for the work that they do.