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## Appendix 4.1.13 Job Description ~ Club Volunteer Co-ordinator

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As the Volunteer Coordinator, you're responsible for recruiting a team of volunteers, training them and making sure they're engaged enough to want to stick around.

You'll report to the Main Committee; it's a vital role in any rugby club.

Ideally, you'll need to be:

- A good listener who's easy to approach
- Confident and good at communicating
- Well-organised and happy to delegate
- Enthusiastic and motivating

What you'll do:

- You'll liaise with others in the club to...
- Work out who's needed each year, bearing in mind special events as well as the week in week out running of the club
- Plan where you're going to find volunteers, making sure your advertising and appointment is as open as possible
- Understand why people get involved in the first place and use this knowledge to recruit them
- Put people in roles that suit their skills wherever possible
- Welcome volunteers to the club and help them get their bearings
- Train volunteers, and give them support, guidance and encouragement
- Recognise and reward success, nominating volunteers for club, Constituent Body, RFU or external awards
- Create a succession plan so that you have a pool of talent ready to step up or provide cover for key roles

How much time it will take up:

- Around 2-3 hours a week.

What you'll get out of it:

- This is a very social role. You'll provide an important service to the club and community, and for a small investment of time you'll get to meet all kinds of people. Doing something distinctive and worthwhile like this is attractive to potential employers, and the organisational and communication skills are transferable to any walk of life.