

Role Description: Volunteer Coordinator

Name of Club:	Club Name
Role:	Volunteer Coordinator
Responsible to:	Board of Directors
Name of Volunteer:	Name
Start Date:	dd/mm/yyyy
End Date:	dd/mm/yyyy

Qualifications:

- Be a current member of <<insert club name>>
- Be in good standing with the provincial and national associations
- Be at least eighteen (18) years of age
- Not hold the status of bankrupt
- Completed, or willingness to complete, requirements in the screening policy (including a Screening Form, Criminal Record Check, CAC Safe Sport or Respect in Sport training, and any additional orientation determined by the club)

Main Objective

The Volunteer Coordinator is in charge of not only recruiting new volunteers but supporting and retaining volunteers at the club to ensure they are having a positive experience within their role.

Typical Responsibilities:

- Act in a fair and ethical manner to all.
- Have a clear understanding of the club's rules, policies, constitution, and by-laws, and abide by all of these. Furthermore, the Volunteer Coordinator should have a clear understanding of all training and orientation required for volunteers.
- Help to onboard new volunteers within their respective position, which includes providing any required orientation and training.
- Act as a liaison between volunteers and the club's board as well as a liaison between volunteers and members.
- Communicate with various members of the club, more specifically with/to volunteers.
- Support volunteers by providing constructive feedback when necessary and gathering feedback from volunteers to improve the program.
- Create, implement, and maintain the volunteer program at <<insert club name>>.
- Evaluate and modify the volunteer program on an annual basis.
- Create, in consultation with the board, recruitment plans, initiatives/programs, and events for volunteers.
 - This includes hosting a Volunteer Appreciation/Recognition event annually.

This template is not intended to be conclusive – please adapt it to suit your club's needs