



# Social Events and Volunteer Coordinator

## **OBJECTIVE:**

The role of the social events coordinator is to coordinate the social activities of the club. Ideally the social coordinator would work with the Treasurer to identify the amounts which need to be generate throughout the year.

The social coordinator would “recruit” groups (sub committees) of people to assist in the development and successful implementations of each of the social activities.

## **RESPONSIBILITIES:**

- Work with the Club Treasurer to accurately set social activities fundraising targets which will be reflected in the club’s budget.
- Review the social activities from previous seasons and then determine the social activities for the upcoming season.
- Liaise with the President and Committee to ensure the proposed social activities for the upcoming year reflect the current opinions and preferences of club members and supporters.
- Provide the committee with the recommendations for the proposed social activities for the coming year (this should include budgets identifying the proposed revenues and costs for each activity).
- Update the club website and social media to reflect the social activities for the year.
- Have social media posts created that promote club social activities

## **RELATIONSHIPS:**

- Review activities with the Treasurer to ensure the financial targets
- Allow members to use you as an initial point of contact for any issues or complaints from social events

## Position Description – Volunteer Coordinator

Volunteer Coordinator

### OBJECTIVE:

The role of the Volunteer Coordinator is to recruit, support and recognise club volunteers

### RESPONSIBILITIES:

- Adhere to the mission, vision and values of the club
- Coordinate the attraction and recruitment of new volunteers to the club.
- Coordinate the recruitment of volunteers into all roles
- Ensure the club has adequate numbers of volunteers in each area of the club (e.g. coaching, social function organisers, canteen staff etc)
- Ensure that volunteers are reimbursed for their approved out-of-pocket expenses
- Continually promote the efforts of volunteers throughout the year
- Submit regular reports to the club/group committee as required
- Ensure the club is prioritising volunteers in their planning e.g. Including it at ever Committee meeting as a check in
- Ensure that each volunteer is recognised and thanked for their contribution throughout the year
- Coordinate nominations for relevant volunteer awards Eg. Club awards, Best of the West award nominations.
- Develop clear job descriptions for all required tasks.
- Identify ways of training volunteers if they do not have the required skills for the role.
- Supervise volunteers or allocate other members to supervise.
- Identify methods of recognising volunteers.
- Communicate and liaise with committee members on a regular basis.
- Ensure any appropriate screening processes have been performed eg. WWC, reference checks.
- Create a register of volunteers and maintain up to date records.
- Identify volunteers not returning and develop succession plans as required.

### RELATIONSHIPS:

- Communicate with the President and Committee

**ACCOUNTABILITY:**

- The estimated time commitment required as the President is 3-4 hours per week.

**REFERENCE:****ESSENTIAL SKILLS:**

- Well informed of all club activities.
- Receptive to change.
- Dedicated club person.
- Be approachable.

**DESIRABLE SKILLS:**

- Ability to plan events and activities for a year.
- Empathy.
- Communication and negotiating skills.
- Listening skills.