



# POSITION DESCRIPTION

## VOLUNTEER COORDINATOR

### ORGANISATION DETAILS

<b>Organisation</b>	
<b>Term of appointment</b>	
<b>Hours per week</b>	

### POSITION OVERVIEW

The Volunteer Coordinator is responsible for assessing, informing and coordinating the volunteer requirements of the organisation. This includes; selection, induction, training, rewarding and recognising the organisation volunteers.

### ORGANISATIONAL RELATIONSHIPS

**Internally Accountable to:** Executive Committee, Organisational Members and Volunteers

### KEY RESPONSIBILITIES

- Assess and inform the volunteer requirements of the organisations (day to day and during special events);
- Coordinate and assist in recruiting the organisations volunteers;
- Select and allocate volunteer roles;
- Conduct volunteer inductions and orientations;
- Assist in the development of volunteer rostering;
- Identify and coordinate volunteer education and training opportunities (i.e. Blue Cards);
- Develop and implement volunteer rewards and recognition;
- Provide updates to the committee regarding volunteer matters;
- With the organisations Treasurer, reimburse all volunteers with any out of pocket expenses; and
- Manage and maintain volunteer record.