



POSITION DESCRIPTION

VOLUNTEER COORDINATOR

ORGANISATION DETAILS

Organisation	
Term of appointment	
Hours per week	

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.