

**Club Volunteer Officer**

**ROLE DESCRIPTION**

INSERT YOUR CLUB LOGO HERE

# Role description

The Club Volunteer Officer plays a key role in making sure a strong volunteering culture exists within [Insert Club Name]. Their focus is on ensuring that everyone who volunteers at the club feels valued, developed and supported and has the confidence and knowledge to undertake their roles to the best of their ability. The Club Volunteer Officer will also lead on the recruitment of volunteers for new and existing roles within the club.

# Reports / accountable to

[Insert Club Name] Executive Committee

# Responsibilities

* Assess the personnel needs of the club on an annual basis; taking into account regular duties as well as special events
* Develop a recruitment plan that identifies all possible recruiting sources
* Recruit volunteers and, where possible, place them in roles that suit their background, skills or wishes
* Organise initial induction and, where possible, ongoing training
* Keep club volunteers informed of all club activities and events
* Ensure individual volunteers are given appropriate support and guidance to maintain their enthusiasm
* Ensure appropriate recognition of volunteers, including nomination for recognition awards
* Ensure a policy of open recruitment is implemented when advertising for, and appointing, volunteers

# Skills required

* Have good communication skills
* Ability to delegate tasks
* Have good organisational skills

# Knowledge

* Understand the nature of volunteering and what motivates people to volunteer
* Have a good understanding of the club volunteer roles and the ability to empathise with their needs

# Other requirements

* Have time to do the job
* Have a genuine interest in the Association
* Be of good standing in the community

# PERSON IN ROLE (Club cULTURE AND LANGUAGE OFFICER)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Club secretary

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_