

Purpose

The Volunteer Coordinator is responsible for the human resources planning, recruiting, selection, training and recognition of club/society's volunteers.

Responsible To

The Volunteer Coordinator is directly responsible to the President, as well as the members of the club/society.

Responsibilities and Duties

- Measure the human resources needs for the club for general running and special events.
- Recruit and recommend the appointment of volunteers to roles that suit them best.
- Coordinate with Health & Safety Coordinator for risk management plans for events.
- Organise the orientations and induction of volunteers, including Health & Safety plans.
- Work with the Secretary organising volunteer rosters and maintaining records.
- Ensure that volunteers are reimbursed for their approved out-of-pocket expenses, coordinating with Treasurer.
- Submit regular reports to the club/society committee.

Knowledge and Skills Required

- Well organised.
- Can communicate effectively.
- Good interpersonal skills.
- Is positive and enthusiastic.