Volunteer Co-ordinator – Voluntary Role Description

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| Club: | Volunteer Co-ordinator |
| Volunteer role title: |  |
| Desirable qualities: | For this role, you are likely to:   * Be approachable and friendly * Have great communication skills * Have an empathy for volunteers and their needs * Be able to inspire, encourage and support new volunteers |
| Main tasks: | * Ensure all new volunteers are welcomed, feel supported and understand what they are doing * Champion volunteers within the club and ensure a positive culture which recognises and values volunteers * Get to know all club volunteers and potential volunteers * Coordinate the implementation of the volunteer recruitment, training and support plans. * Recognise and nominate your volunteers for volunteer awards * Work with the social secretary (if the club has one) to organise social and recruitment events for volunteers * Attend committee meetings as appropriate |
| Supported by: | Provide a name and contact details of who will support them in their role |
| Hours/ days: | Try and be as flexible as possible to accommodate the availability of the volunteer. However, where there are set hours and days for when the role needs to be fulfilled, you should make them clear. |
| What can be gained from this role? | * To learn new and develop existing skills through hands on experience * Personal & professional development and/or training. * The ability to explore different sorts of career or job opportunities in a voluntary capacity. * A chance to get out, have fun and meet some new people – enjoying the traditional social life that cricket clubs generate. * Experiencing new challenges. * Supporting your local community – putting something back into your community, personal satisfaction knowing you have helped others. * A written/verbal reference. * A brilliant CV booster (73% of employers would employ a candidate with volunteer experience over one without). |
| Other information: | Provide any other information which will help make the role appealing and reassure the potential volunteer that it will be a fun, rewarding and supported opportunity! |
| Club Contact: | For more information or to apply for this role, please contact:   * Name: * Email: * Phone: |