**Job Description: Volunteer Co-ordinator**

**Date Created: 26th Jan 2016**

To encourage people to volunteer to help the club in a range of ways, to allocate tasks to the volunteers and manage their performance and retention, there is a job description on the workforce, there is an RFU website link to explain the role further.

The role does not require any rugby knowledge, training or a DBS.

* To obtain from the junior and senior committees a list of jobs, tasks or activities that need volunteers including one off or special events
* Keep a database of all volunteers; their contact details, qualifications, skills, what they are willing to do and how many hours a week/month and if they hold a DBS.
* Actively recruit new volunteers into appropriate roles via a range of events, recruitment drives, social media and advertising activities.
* Feedback to junior and senior committee meetings.
* Develop a recruiting plan that identifies all possible recruiting sources
* Act as key contact point for the RFU and all other interested parties
* Attend relevant RFU events as required
* Recruit volunteers and, where possible, place them in roles that suit their background, skills or wishes
* Organise initial orientation 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 RFU recognition awards

**IDEAL/KEY SKILLS FOR ROLE:**

* Good organizational skills
* Enthusiastic and a good motivator
* Approachable
* Leadership
* Influencing skill
* Good interpersonal skills
* IT skills

**TIME COMMITMENT:**

1 to 2 hours a week throughout the year depending on level of input required

The job role can be split between two people – senior and junior section