



## Role & Responsibilities of the Volunteer Coordinator

<b>Role:</b>	Volunteer Coordinator
<b>Responsible to:</b>	Club committee through the Chairperson
<b>Role purpose:</b>	To coordinate the recruitment, training and opportunities for volunteers within the club
<b>Commitment:</b>	2 – 4 hours per week plus committee meetings

### Main Tasks:

- Act as the main contact for all volunteers
- Cooperate the implementation of the volunteers recruitment, training and support plans for members and parents
- Recruit volunteers from within the membership and beyond in various roles including helpers for the everyday running of the club
- Ensure all volunteers are clear on their responsibilities through role descriptions
- Liaise with volunteer organisations and Canoe England to provide access to coach, official, and volunteer opportunities for club members
- Ensure volunteers are trained and supported appropriately including vetted through the Criminal Records Bureau if working with children and vulnerable adults
- Encourage and promote all volunteering roles and opportunities within the club
- Ensure club volunteers are rewarded and appreciated with acknowledgements, awards and social occasions

### Skills required?

- Enthusiastic and knowledgeable about the club and volunteers
- Approachable and confident communicator
- Good organisation skills

### Resources to assist in role:

- Canoe England volunteers section on the website
- Canoe England National Volunteer Coordinator and volunteer resources
- Running**sports** top tips 'Finding New Volunteers – Recruitment'; 'Health & Safety for Volunteers'; 'Involving Older People as Volunteers'; 'Recognising & Rewarding Volunteers'; 'Retaining Volunteers'; 'Screening Volunteers – A Guide for Clubs'; 'Young People as Volunteers'
- Running**sports** guide 'Volunteers'
- Running**sports** workshop 'Valuing Your Sport Volunteers'