



Role & Responsibilities – Club Volunteer Co-ordinator

Role:	To act as a focal point for volunteers within the club. To raise the profile of volunteering. To recruit volunteers and co-ordinate the support the club offers its volunteers.
Status:	Volunteer
Elected at:	Club Annual General Meeting
Responsible to:	Club committee
Reports to:	Club Chairman
Approximate time commitment:	Between two and three hours per week.
Useful skills and experience:	Have a good working knowledge of the club, strong inter-personal skills, be approachable, diplomatic, a good listener, good at problem solving and motivating others
Benefits of volunteering:	Volunteering in Table Tennis can be rewarding in itself, but it can also be fun, sociable and confidence building. The club will reimburse agreed out of pocket expenses and training opportunities will be provided

Responsibilities

- Formulate and lead the implementation of a **Volunteer Support Plan** to recruit, train, motivate, retain and reward all volunteers contributing to the club
- Review Roles & Responsibilities Job Descriptions with the current post holders and recommend any changes to the club committee
- Arranging 'buddies' or mentors for new post holders
- 'Talent spot' potential volunteers
- In conjunction with the officers of the Club promote club volunteer of the year awards
- Provide support and feedback to volunteers
- In conjunction with the officers of the Club maintain and update a volunteer database
- Introduce new members to the club's volunteer programme
- In conjunction with the officers of the Club organise recruitment 'fairs'.
- In conjunction with the officers of the Club arrange an annual awards ceremony/social evening for volunteers
- In conjunction with the officers of the Club organise regular meetings for volunteers to exchange ideas/solve problems
- Conduct a 'skills audit' of current club members to find out what expertise there is available
- Make contact with the local volunteer bureau as a source of volunteer recruitment
- Attend committee meetings

Task List

- Keep under review the Volunteer Support Plan and report to the Club Committee on a quarterly basis the progress being made.