



Please note all role descriptions are for guidance only. Please adapt/add to this basic information to ensure it is relevant to your club's requirements.

Club Volunteer Coordinator

Purpose

To encourage club and community involvement through an enthusiastic and friendly approach. Act as the first point of contact for new volunteers to ensure that they understand their responsibilities and feel welcome and valued within the club.

Key aspects of the role

1. Lead on volunteer recruitment

Consider and plan the number of volunteers that will be needed over each year, including day to day running and special events as well as the best method for recruitment, implementing planned recruitment strategies.

2. Implement volunteer support, development and recognition strategies

Support, encourage and thank volunteers regularly, keeping in mind that giving people roles that they will enjoy will mean that they will be more likely to continue. Ensure volunteers know how to get the training and support they need to develop and recognise and reward success, nominating volunteers for club, Constituent Body, RFU and/ or external awards.

3. Ensure that a succession plan is in place

Create a succession plan so that you always have volunteers ready and willing to step up or provide cover for key roles and events.

Is this role for you?

If you are welcoming and easily approachable with strong listening and communication skills and the ability to confidently motivate others, you could engage in an important role for the club and community while doing something distinctive and worthwhile.