

BRAMSHAW CRICKET CLUB

VOLUNTEER CO-ORDINATOR – ROLE DESCRIPTION

ROLE TITLE: Volunteer Co-ordinator

RESPONSIBLE TO: The Club Committee

SKILLS REQUIRED:

Friendly
Enthusiastic
Reliable
Fun
Good listener
Excellent communicator
Ability to delegate
Basic computer and IT skills
Approachable
Motivator
Leader

ROLE PURPOSE:

- 1) To ensure that at the heart of the club are a group of people who are in the right place at the right time with the right skills to enable the club to achieve its goals.

MAIN DUTIES:

- 1) Identify all volunteer roles within the club and match existing volunteers to these.
- 2) To identify where there is a gap.
- 3) To be innovative in where to recruit volunteers (both inside and outside of the club).
- 4) To welcome new volunteers.
- 5) To be the first point of contact for all volunteers.
- 6) To identify training to support new and existing volunteers.
- 7) To work with the county board, ECB and others to provide training and where appropriate access to funding.
- 8) To maintain volunteers enthusiasm and identify new opportunities.
- 9) To provide on-going support and recognition for all volunteers.