

St Andrews Cricket Club

JOB TITLE:

Volunteer Coordinator

OBJECTIVE:

Volunteer Coordinator is responsible for the human resource planning, recruiting, selection, training and recognition of club volunteers.

RESPONSIBILITIES:

- Assess the human resource needs for the club for general operation and special events.
- Recruit and recommend the appointment of volunteers to roles that suit them.
- Organise the orientation and the induction of volunteers.
- Work with Secretary organising volunteer rosters and maintaining records.
- Identify and organise the training and education opportunities for volunteers.
- Ensure that volunteers are reimbursed for their approved out-of-pocket expenses.
- Ensure all volunteers are recognized for their efforts.
- Submit regular reports to the club's committee

RELATIONSHIPS:

Reports to the President, and Secretary.

Liaises with Secretary.

Liaises with all Volunteers.

ACCOUNTABILITY:

- Accountable to the President and Secretary.
- Provide a report on any aspect of Club at appropriate times.

The estimated time commitment required as the Volunteer Coordinator is up to 1 hour per week.