Volunteer Dream List

Please note that the club will arrange for official handovers where roles have been held previously and training will be made available when requested or required and available.

Please also note that all roles can be flexible in terms of arranging job share, splitting roles or adjusting job descriptions to suit the time commitment and skills of interested volunteers.

[Note: The Key Roles outlined below provide a high-level summary only and a more detailed role description should be provided before committing a volunteer to most of the roles below.

Tip for use: Display and promote at AGM to develop interest. Follow up with emails to members and supporters to show progress as roles fill and continue to promote need for other roles. Consider adding task specific roles relevant to the time of year, e.g. BBQ Masters for BBQ fundraiser or Trailer Owners for moving in and out of club rooms]

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| --- | --- | --- | --- | --- |
| **Position** | **Key roles** | **Time req.** | **Who** | |
| [President](https://sportscommunity.com.au/volunteer-president/) | Setting club goals & objectives  Oversee club complete all legal and compliance obligations |  |  | |
| [Vice President](https://sportscommunity.com.au/wp-content/uploads/2017/07/Vice-President.doc) | Work closely and support President |  |  | |
| [Secretary](https://sportscommunity.com.au/club-member/position-descriptions/secretary/) | Oversee club administration in accordance with requirements of constitution, by- laws, policies and legal and compliance obligations |  |  | |
| [Treasurer](https://sportscommunity.com.au/volunteer-treasurer/) | Recording financial transactions  Empower committee to manage financial affairs  Oversee financial controls to protect club and volunteers |  |  | |
| Director of Cricket  Sit on Committee | Plan and prepare training  Oversee other athlete preparation (mental and physical fitness)  Match analysis and strategy  Ensure appropriate accreditation of coaching staff (WWCC, CCA)  Recruit players and support staff | 4 hours per week throughout season and preseason |  | |
| [Volunteer Coordinator](https://sportscommunity.com.au/wp-content/uploads/2017/07/Volunteer-co-ordinator-04072016.doc)  Report to Committee | Recruit, recommend and manage volunteers  Manage volunteer inductions  Identify and organise training and education opportunities  Coordinate reimbursements  Manage recognition programs | 2 hours per week throughout season (some pre-season work) |  | |
| [Child Safety Officer](https://www.cricketaustralia.com.au/about/safeguarding/-/media/200BBA6722574DA5B9BF7BFA4C2AFFC7.ashx) | Education for committee, coaches, volunteers and members on obligations and best-practice  Ensure compliance with legislation  Contact for members with questions/concerns |  |  | |
| COVID Compliance Officer | Education for committee, coaches, volunteers and members on obligations and best-practice  Ensure compliance with legislation |  |  | |
| MPIO | Education for committee, coaches, volunteers and members on complaints procedure  Contact for members with complaints | 4 hours preseason, ad hoc throughout season |  | |
| [Team Managers](https://sportscommunity.com.au/wp-content/uploads/2017/07/Team-Manager-04072016.doc) (One per team)  Report to Director of Cricket | Administration and management  Uniforms and equipment  Welfare and safety  Liaison between players, coaches and officials | Match duration plus 2 hours per week throughout season |  | |
| Scorer  Report to relevant Team Manager | Completion of scorebook during match  Enter data online post match | Match duration plus half an hour weekly |  | |
| [Recruitment Officer](https://sportscommunity.com.au/wp-content/uploads/2017/07/Recruitment-Coordinator.doc)  Report to Director of Cricket | Prepare and maintain databases of schools, community groups, enquiries  Research promotion opportunities e.g. fetes and festivals  Follow up enquiries  Contact relevant community groups to promote projects | 2 hours per week throughout season (some pre-season work) |  | |
| [Game Day Facility Manager](https://sportscommunity.com.au/volunteer-grounds-and-facilities/)  Report to Director of Cricket | 8am ground inspection  Complete JLT Match Day checklist  Coordinate use of covers | 2 hours per home game |  | |
| Equipment Coordinator | Arrange distribution at start of season and collection and end of season of match day equipment (e.g. scorebooks, team kits, scorer table and chairs, marquees) | 4 hours at start and end of season |  | |
| Grounds Coordinator | Pitch markings  Liaise with curator and council regarding maintenance |  |  | |
| Curator | Roll & prepare wicket | 15-20 hours per week |  | |
| Uniform Coordinator  Report to Committee | Purchase and maintain stock  Annual stocktake  Record all takings as required by Treasurer  Manage purchase process | 15 hours annually |  | |
| Welcoming Officer  Report to Committee | First contact for new players  Induct new players  End of season survey | 3 hours annually plus half an hour each week new players present |  | |
| [Safety Officer](https://sportscommunity.com.au/wp-content/uploads/2017/07/Safety-and-Risk-Management-officer-07072016.doc)  Report to Committee | Advise Committee on safety and ensure OH&S compliance  Identify and ensure prompt action on hazards  Point of contact for safety enquiries  Manage Incident Reporting | 10 hours annually |  | |
| [First Aid Officer](http://sportscommunity.com.au/club-admin/first-aid-officer/)  Report to Safety Officer | Provide First Aid support at games | Match Duration |  | |
| Club Welfare Officer | Provide and promote wellbeing initiatives e.g. SALT training, Headspace, R U OK Day etc. | 2 hours per week |  | |
| Database Manager  Report to Secretary | Design, maintain and control access of club database  Maintain security of documents  Maintain storage, back-up and recovery of data | 1 hour per week |  | |
| MyCricket Administrator | Responsible for managing users of MyCricket, Match day management, player registration, insurance, transfers and clearances and general stats | 2 hours per week |  |
| Historian | Investigate opportunities for research, update and documentation of club history including any of photos, memorabilia and statistics. | At own discretion |  | |
| ***Marketing and Communications Committee*** | | | | |
| Club Administrator  Report to Secretary | Ensure administrative compliance with association | 4 hours weekly throughout season (some pre-season work) |  | |
| [Social Media Coordinator](https://sportscommunity.com.au/wp-content/uploads/2017/07/Social-Media-coordinator.doc) | Develop strategy for increasing fan base via social media  Coordinate results and other updates  Promote club events and engage followers  Coordinate advertising as req. | 2 hours weekly throughout season (some pre-season work) |  | |
| Marketing & Promotions Officer | Develop marketing plan  Work with Treasurer to develop marketing budget  Oversee implementation of strategies  Identify and respond to marketing opportunities and threats | 30 hours annually |  | |
| Media and Communications Manager | Write and send press releases  Contact for local media  Manage contact databases  Develop and oversee implementation of Communication Plan  Ultimate accountability and control over club communication content | 4 hours per week throughout season (some pre-season work) |  | |
| Sub-committee general members | Attend sub-committee meetings  Assist with planning | 2 hours per month (not incl. extra tasks) |  | |
| [Webmaster](https://sportscommunity.com.au/wp-content/uploads/2017/07/Website-and-email-newsletter-coordinator.doc) | Coordinate content and structure of club website  Research and advise clubs on ways to improve | 1 hour per week throughout season (some pre-season work) |  | |
| Newsletter Editor  (Report to Media & Comms Manager) | Compile newsletter | 2 hours per month |  | |
| Year Book Coordinator | Coordinate content, production and distribution of Club Year Book | 10 hours annually |  | |
| ***Partnerships and Fundraising Committee*** | | | | |
| [Council Liaison Officer](https://sportscommunity.com.au/wp-content/uploads/2017/07/Council-Liasion-Officer.doc) | All communication with council including pre-season meeting and facility changeover | 2 hours per month throughout season (some pre-season work) |  | |
| [Fundraising Coordinator](https://sportscommunity.com.au/volunteer-fundraising/) | Create grant proposals  Investigate and coordinate fundraising and grant opportunities  Manage grant requirements and reporting | 40 hours annually |  | |
| [Sponsorship Coordinator](https://sportscommunity.com.au/volunteer-sponsorship/) | Create sponsorship proposals and packages  Approach potential sponsors and negotiate deals  Manage sponsor expectations | 40 hours annually (mostly pre-season) |  | |
| Sub-committee general members | Attend sub-committee meetings  Assist with planning | 2 hours per month (not incl. extra tasks) |  | |
| Raffle Night volunteers  Report to Fundraising Coordinator | Assorted assistance incl. promotion, catering, set up and pack up. | 1-6 hours |  | |
| Sports Night volunteers  Report to Fundraising Coordinator | Assorted assistance incl. promotion, catering, set up and pack up. | 1-6 hours |  | |
| BBQ Fundraiser volunteers  Report to Fundraising Coordinator | Cooking, serving, set up, pack up | 1-4 hours |  | |
| ***Social Committee*** | | | | |
| Canteen Manager | Ensure compliance with health regulations  Manage stock orders  Record takings as required by Treasurer  Liaise with Volunteer Coordinator to manager staffing  Coordinate club dinners with Social Officer | 3 hours per week throughout season |  | |
| [Social Officer](https://sportscommunity.com.au/wp-content/uploads/2017/07/Social-activities-co-ordinator-07072016.doc) | Coordinate social events | 5-10 hours per month throughout season (some preseason work) |  | |
| Sub-committee general members | Attend sub-committee meetings  Assist with planning | 2 hours per month (not incl. extra tasks) |  | |
| Club Dinner volunteers | Plan and prepare meal for club on assigned Thursday night post-training | 3 hours |  | |
| Season Launch volunteers  Report to Volunteer Coordinator | Assorted assistance incl. promotion, catering, set up and pack up. | 1-6 hours |  | |
| Mid-season Celebration volunteers  Report to Volunteer Coordinator | Assorted assistance incl. promotion, catering, set up and pack up. | 1-6 hours |  | |
| Presentation Night volunteers  Report to Volunteer Coordinator | Assorted assistance incl. promotion, catering, set up and pack up. | 1-6 hours |  | |
| Trophies Coordinator | Arrange trophies and awards for Presentation Night | 2-6 hours |  | |
| Past Players Day volunteers  Report to Volunteer Coordinator | Assorted assistance incl. promotion, catering, set up and pack up. | 1-6 hours |  | |
| ***Juniors Committee*** | | | | |
| Junior Coordinator  Sit on to Committee, work closely with Director of Cricket | Coordinate junior programs (Woolworths Cricket Blast, development programs) incl. scheduling, registrations and volunteers. |  |  | |
| Woolworths Cricket Blast Coordinator  Report to Junior Coordinator | Complete accreditation  Set up program through MyCricket/CV  Assist with communication and promotion of program  Coordinate coaches and equipment  Coordinate venue set up  Prepare session plans | 4 hours per week during program and two months prior |  | |
| Sub-committee general members | Attend sub-committee meetings  Assist with planning | 2 hours per month (not incl. extra tasks) |  | |
| Woolworths Cricket Blast Junior Blaster coaches  Report to Woolworths Cricket Blast Coordinator | Run activities as advised | 90 minutes per week during program |  | |
| Woolworths Cricket Blast Master Blaster Team Manager  Report to Junior Coordinator | Coordinate registrations  Umpire and score fielding innings  Direct participants before, during and after matches  Support Venue Coordinator | 2 hours per week during program and month prior |  | |
| Come’n’try day volunteers  Report to Volunteer Coordinator | Assorted assistance incl. flyer distribution, BBQ, run activities, assist with registrations, set up and pack up. | 1-6 hours |  | |
| School clinic coaches  Report to Junior Coordinator | Run school clinics when available | 2 hours per session |  | |
| Junior Squad Coordinator  Report to Junior Coordinator | Manage coaches, team managers per age group (e.g. U16, U14, U12, U10) |  |  | |