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 & objectivesOversee 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 transactionsEmpower committee to manage financial affairsOversee 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 strategyEnsure 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 volunteersManage volunteer inductionsIdentify and organise training and education opportunitiesCoordinate reimbursementsManage 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-practiceEnsure compliance with legislationContact for members with questions/concerns |  |  |
| COVID Compliance Officer | Education for committee, coaches, volunteers and members on obligations and best-practiceEnsure compliance with legislation |  |  |
| MPIO | Education for committee, coaches, volunteers and members on complaints procedureContact 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 equipmentWelfare and safetyLiaison between players, coaches and officials | Match duration plus 2 hours per week throughout season |  |
| Scorer Report to relevant Team Manager | Completion of scorebook during matchEnter 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, enquiriesResearch promotion opportunities e.g. fetes and festivalsFollow up enquiriesContact 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 inspectionComplete 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 markingsLiaise with curator and council regarding maintenance |  |  |
| Curator | Roll & prepare wicket | 15-20 hours per week |  |
| Uniform CoordinatorReport to Committee | Purchase and maintain stockAnnual stocktakeRecord all takings as required by TreasurerManage purchase process | 15 hours annually |  |
| Welcoming OfficerReport to Committee | First contact for new playersInduct new playersEnd 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 complianceIdentify and ensure prompt action on hazardsPoint of contact for safety enquiriesManage 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 ManagerReport to Secretary | Design, maintain and control access of club databaseMaintain security of documentsMaintain 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 AdministratorReport 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 mediaCoordinate results and other updatesPromote club events and engage followersCoordinate advertising as req. | 2 hours weekly throughout season (some pre-season work) |  |
| Marketing & Promotions Officer | Develop marketing planWork with Treasurer to develop marketing budgetOversee implementation of strategiesIdentify and respond to marketing opportunities and threats | 30 hours annually |  |
| Media and Communications Manager | Write and send press releasesContact for local mediaManage contact databasesDevelop and oversee implementation of Communication PlanUltimate accountability and control over club communication content | 4 hours per week throughout season (some pre-season work) |  |
| Sub-committee general members | Attend sub-committee meetingsAssist 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 websiteResearch 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 proposalsInvestigate and coordinate fundraising and grant opportunitiesManage grant requirements and reporting | 40 hours annually |  |
| [Sponsorship Coordinator](https://sportscommunity.com.au/volunteer-sponsorship/) | Create sponsorship proposals and packagesApproach potential sponsors and negotiate dealsManage sponsor expectations | 40 hours annually (mostly pre-season) |  |
| Sub-committee general members | Attend sub-committee meetingsAssist with planning | 2 hours per month (not incl. extra tasks) |  |
| Raffle Night volunteersReport to Fundraising Coordinator | Assorted assistance incl. promotion, catering, set up and pack up. | 1-6 hours |  |
| Sports Night volunteersReport to Fundraising Coordinator | Assorted assistance incl. promotion, catering, set up and pack up. | 1-6 hours |  |
| BBQ Fundraiser volunteersReport to Fundraising Coordinator | Cooking, serving, set up, pack up | 1-4 hours |  |
| ***Social Committee*** |
| Canteen Manager | Ensure compliance with health regulationsManage stock ordersRecord takings as required by TreasurerLiaise with Volunteer Coordinator to manager staffingCoordinate 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 meetingsAssist 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 volunteersReport to Volunteer Coordinator | Assorted assistance incl. promotion, catering, set up and pack up. | 1-6 hours |  |
| Mid-season Celebration volunteersReport to Volunteer Coordinator | Assorted assistance incl. promotion, catering, set up and pack up. | 1-6 hours |  |
| Presentation Night volunteersReport 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 volunteersReport to Volunteer Coordinator | Assorted assistance incl. promotion, catering, set up and pack up. | 1-6 hours |  |
| ***Juniors Committee*** |
| Junior CoordinatorSit 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 CoordinatorReport to Junior Coordinator | Complete accreditationSet up program through MyCricket/CVAssist with communication and promotion of programCoordinate coaches and equipmentCoordinate venue set upPrepare session plans | 4 hours per week during program and two months prior |  |
| Sub-committee general members | Attend sub-committee meetingsAssist with planning | 2 hours per month (not incl. extra tasks) |  |
| Woolworths Cricket Blast Junior Blaster coachesReport to Woolworths Cricket Blast Coordinator | Run activities as advised | 90 minutes per week during program |  |
| Woolworths Cricket Blast Master Blaster Team ManagerReport to Junior Coordinator | Coordinate registrationsUmpire and score fielding inningsDirect participants before, during and after matchesSupport Venue Coordinator | 2 hours per week during program and month prior |  |
| Come’n’try day volunteersReport to Volunteer Coordinator | Assorted assistance incl. flyer distribution, BBQ, run activities, assist with registrations, set up and pack up. | 1-6 hours |  |
| School clinic coachesReport to Junior Coordinator | Run school clinics when available | 2 hours per session |  |
| Junior Squad CoordinatorReport to Junior Coordinator | Manage coaches, team managers per age group (e.g. U16, U14, U12, U10) |  |  |