



TASK DESCRIPTION

VOLUNTEER CO-ORDINATOR

Name: Jade Wadman

Responsible to: Stars Gym Club Management

Main Purpose of the role:

- Provide a focal point for volunteers and volunteering within the club

Additional roles:

- Identifying the volunteer needs of the club
- Where possible, getting to know the club membership (e.g. identify skills etc)
- Assisting in recruiting new volunteers
- Screening of new volunteers (e.g. skills, references etc)
- Providing feedback to help volunteers be effective in their roles
- Providing support to new volunteers and new post holders.
- Maintaining volunteer's motivation (e.g. by recognition and reward)
- Linking with local volunteer recruitment schemes

Skills required:

- Be a good role model
- Be supportive
- Be a good communicator
- Be able to delegate work / devise work programmes
- Be able to persuade people to become involved
- Be able to monitor and review volunteer's work
- Be organised

Signed Date