

# LANSDOWN HOCKEY CLUB

[www.lansdownhockey.co.uk](http://www.lansdownhockey.co.uk)



## VOLUNTEER COORDINATOR ROLES & RESPONSIBILITIES

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**NAME:**

**REPORTING TO:** Lansdown Hockey Club Committee

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### ***Role Purpose***

*To recruit, recognise, reward and retain volunteers for Lansdown Hockey Club (LHC)*

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### **Main Duties**

- Recruit volunteers from within LHC and beyond including local schools, colleges, universities, volunteering agencies and the county sports partnership etc.
- Promote and raise awareness of all volunteering opportunities for the club including coaching, umpiring and other committee positions
- Work closely with the Membership Secretary to obtain details of qualified coaches and umpires within the club
- Encourage LHC club and committee members to recognise the value of volunteers through rewards and recognition e.g. LHC End of Season Awards, Gloucestershire Sports Awards etc
- Attend club committee meetings and the AGM
- Produce an annual report for all areas of volunteering within the club

**This role description is not to be regarded as exclusive or exhaustive and in consultation with LHC Committee, may be altered at any time.**

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## Experience or Attributes

- Enthusiastic and knowledgeable about the volunteering roles within the club
  - Good organisational and communication skills
  - A positive and approachable manner
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## Special Conditions

- CRB Disclosure -

Signed (Club Treasurer): ..... Date .....

Print Name: .....

Signed (Club Secretary):.....Date .....

Print Name: .....