



Committee Role Description

Job Title:	Volunteer Coordinator
Scope:	To provide a focal point for volunteers and volunteering within the club and to facilitate the recruitment, retention, recognition and reward of volunteers within the club.
Reports to:	Romsey Wasps Committee
ACTUAL DUTIES INVOLVED	
<ul style="list-style-type: none"> • To identify means of recruiting potential volunteers and to ensure that a policy of open recruitment when advertising for and appointing volunteers is implemented. • To keep up-to-date the role descriptions for volunteer positions. • To appoint sufficient volunteers to formulate club committee and sub committees, to organize and support club activities and events. • To ensure that new volunteers are welcomed appropriately and are provided with all relevant information and support (e.g. create a mentoring / buddy system within the club for new volunteers) • To attend events, tournaments and social evenings to promote and encourage new volunteers • To ensure individual volunteers are given appropriate support and guidance to maintain their enthusiasm. • To identify means of recognizing and rewarding volunteers. • To make recommendations on policy for the distribution of international tickets to club members. • To nominate volunteers through the RFU Volunteer Recognition Awards, by completing the enclosed nomination form. 	
LIAISON WITH	
The Executive committee, all club sub committees, new and existing members, local schools, colleges and universities, and the local RDO	
MEETINGS TO ATTEND	
<ul style="list-style-type: none"> • Executive committee meetings to advise on the recruitment, retention, recognition and rewarding of volunteers and to advise on the number of volunteers required. • Sub committees by request to give advice and induct new volunteers. • AGM if appropriate. • To induct newly appointed volunteers and provide existing volunteers with support and guidance. 	

CHANGE CONTROL			
Version	Date	Author	Changes Made
1	Sept 2010	Derek Marshall	Initial Release