

# The Role of the Volunteer Coordinator

The role of the Volunteer Coordinator is to oversee the delegation of roles and tasks within the club and to lead on the recruitment and retention of volunteers.

## Duties

- Get to know all club volunteers and potential volunteers.
- Ensure that all existing and potential volunteers have access to role descriptions.
- Signpost volunteers to relevant training.
- Coordinate the recruitment, training and support plans.
- Recognise and nominate your volunteers for volunteer awards.
- Report on the volunteer status at committee meetings and annual general meetings.

## Skills

- Good management skills.
- Approachable and friendly.
- Good listener and effective communicator.
- Confident with good leadership skills.
- Great organisational skills.
- Able to delegate effectively.
- Enthusiastic and a good motivator.
- Knowledge of the Data Protection Act.
- Knowledge of external volunteer recognition awards.

## Commitment to the Club

This role requires you to regularly attend club events, to meet the supporters of the club. This will allow you to inform them about how they can get involved with the club and how getting involved will benefit them and the club. You will also need to regularly attend committee meetings, which are held every quarter, to ensure that there are enough volunteers for each of the club's activities.

## The Club's Commitment to You

By accepting the role of Volunteer Coordinator, the club will provide the opportunity to increase your skills and confidence in operating as a Volunteer Coordinator. There are opportunities for further training and resources available to support you.

## Training Opportunities

If you are new to the role and would like some advice, you can utilise the available resources or contact your regional development officer for advice about what training is available. You can also ask for advice from other members of your club who have experience in this area.

## Supporting Resources

British Cycling, Sports Coach UK and Sport Scotland all provide supporting resources for volunteers. Resources such as PVG checks, volunteer training, posters, action plan templates, funding guides etc.

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