**Volunteer Coordinator**

**Purpose**

The role of the Volunteer Coordinator is to recruit, support and recognise volunteers throughout the organisation.

Responsible to the President and the other Board of Management Committee members and the overall membership of the organisation.

**Responsibilities**

* Develop a list of the volunteer requirements for the organisation.
* Develop, manage and maintain the Volunteer Management Plan
* Actively recruit volunteers.
* Ensure the necessary volunteer screening is undertaken.
* Induct new volunteers or support induction by organising relevant people to support newcomers into their roles.
* Be the main contact point for volunteers should they have a concern or problem.
* Actively recognise volunteers generally and individually through the organisation’s communication channels.
* Attend Board or Management Committee meetings as required.

**Knowledge and Skills Required**

* Well-organised with good attention to detail
* Able to allocate the time required for the coordination role
* Enthusiastic about being a volunteer and able to sell involvement to others
* Ability to develop good working relationships
* High profile and visibility throughout the organisation
* Expert in use of various communication channels
* Expert in the use of social media platforms.