

M&M **MEDWAY & MAIDSTONE A.C.** M&M

**ROLE DESCRIPTION FOR VOLUNTEER CO-ORDINATOR**

The role of the Volunteer Co-ordinator within the Club is to:-

- Recruit, manage and develop Volunteer Helpers, ensuring that they sign up to and follow Club policies and procedures.

The Volunteer Co-ordinator is expected to:-

- Welcome new volunteers and introduce them to the Club's activities.
- Represent the interests of Volunteer Helpers at Management Committee meetings.
- Manage problems and issues raised by Volunteer Helpers
- Encourage parents of young athletes to become Volunteer Helpers
- Liaise with other bodies to improve/sustain the pool of Volunteer Helpers.
- Receive feedback from Volunteer Helpers
- Prepare for and attend Management Committee meetings on request

The Volunteer Co-ordinator is expected to take responsibility for:-

- Recruitment of Volunteer Helpers and their introduction to the Club

