



West Auckland Association Football Club

Volunteer Coordinator Role Description

The Volunteer Coordinator is a voluntary position and is responsible for the human resource planning, recruiting, selection, training and recognition of the West Auckland AFC (WAAFC) volunteers.

Responsible to	Executive Chairperson & Executive Committee
Responsibilities & Duties	<ul style="list-style-type: none">• Assess the human resource needs for the club for general running and special events.• Recruit and recommend the appointment of volunteers to roles that suit them.• Organise the orientation and the induction of volunteers.• Work with the Secretary organising volunteer rosters and maintaining records.• Identify and organise the training and education opportunities for volunteers.• Ensure that volunteers are reimbursed for their approved out-of-pocket expenses.• Ensure all volunteers are recognized for their efforts.• Submit regular reports to the committee.• Be available for all members as required.• Following all aspects of the WAAFC Code of Conduct and any other club policies as they relate.• Meet all WAAFC reporting requirements as they become due or are requested.• Evaluate personal performance annually reporting to Chairperson and ensure succession of own position.• Review own position description to ensure accuracy and submit potential changes to the Executive Committee.
Knowledge & Skills Desired	<ul style="list-style-type: none">• Can communicate effectively.• Well organised and can delegate tasks.• Can maintain confidentiality on relevant matters.• Has a good working knowledge of the constitution.
Estimated Time Commitment Required	The estimated time commitment required for the role of Volunteer Coordinator is 2 – 4 hours over 2 days per week for the duration of the season.
Period of Appointment	Period of appointment 12 months.