**SAMPLE VOLUNTEER COORDINATOR
JOB DESCRIPTION**

The Volunteer Coordinator is responsible for the human resource planning, recruiting, selection, training and recognition of \_\_\_\_\_\_\_\_\_\_\_\_\_\_club/group volunteers.

## Responsible To

The Volunteer Coordinator is directly responsible to the President of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the members of \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

## Responsibilities and Duties

The Volunteer Coordinator should:

* 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 recognised for their efforts.
* Submit regular reports to the club/group committee.

## Knowledge and Skills Required

Ideally a Volunteer Coordinator is someone who:

* Can communicate effectively and has good interpersonal skills.
* Is positive and enthusiastic.
* Is well organised.

*Time Commitment Required*

The estimated time commitment required as the Volunteer Coordinator of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is \_\_\_\_\_\_\_\_\_\_\_\_\_\_hours per week.

The time commitment required as the Volunteer Coordinator of a club/group varies greatly from club/group to club/group. Smaller clubs may require a Volunteer Coordinator to spend only a half hour week or less. Larger clubs may require one hour per week on club/group related duties.

**SAMPLE PRESIDENT ROLE DESCRIPTION**

The President or Chairperson is the principle leader of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ club/group and has overall responsibility for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_club’s/group’s administration.

The President sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework. At the operational level, the major function of the President is to facilitate effective committee meetings.

*Responsible To*

The President is elected by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_members and responsible for representing the views of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_members.

## Responsibilities and Duties

The President/Chairperson should:

* Manage committee and/or executive meetings.
* Manage the annual general meeting.
* Represent the club/group at local, regional, state and national levels.
* Act as a facilitator for club/group activities.
* Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members.

## Knowledge and Skills Required

Ideally the President/Chairperson is someone who:

* Can communicate effectively.
* Is well informed of all organisation activities.
* Is aware of the future directions and plans of members.
* Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees.
* Is a supportive leader for all organisation members.

## Estimated Time Commitment Required & Period of Appointment

The estimated time commitment required as the President/Chairperson of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is \_\_\_\_\_\_\_\_\_\_\_\_\_\_hours per week.

The time commitment required as the President/Chairperson of a club/group varies greatly from club/group to club/group. Smaller clubs may require a President to spend only a half hour to an hour per week or larger clubs two to three hours per week on Presidential duties.

The President/Chairperson is appointed for a \_\_\_\_\_\_\_\_\_\_\_\_\_\_term.

**SAMPLE SECRETARY ROLE DESCRIPTION**

The Secretary is the chief administration officer of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_club/group. This person provides the coordinating link between members, the management committee and outside agencies.

The roles and responsibilities of the Secretary vary greatly from club to club and experienced secretaries will tell you that their duties often expand beyond what is normally expected of the Secretary.

The secretary is directly responsible to the President of \_\_\_\_\_\_\_\_\_\_\_\_\_\_and the members of \_\_\_\_\_\_\_\_\_\_\_\_\_.

## Responsibilities and Duties

The Secretary should:

* Prepare the agenda for club/group meetings in consultation with the Chairperson.
* Make arrangements including venue, date, times and hospitality for club meetings.
* Send adequate notice of the meetings.
* Collect and collate reports from office bearers.
* Call for and receive nominations for committees and other positions for the club/group AGM.
* Take the minutes of meetings.
* Write up the minutes as soon as possible after the meeting.
* Read, reply and file correspondence promptly.
* Collate and arrange for the printing of the annual report.
* Maintain registers of members’ names and addresses, life members and sponsors.
* Maintain files of legal documents such as constitutions, leases and titles.
* Act as the public officer of your club/group liaising with members of the public, affiliated bodies and government agencies.
* With Associations - process transfer applications; enter teams in competitions; represent your club/group at Association meetings; obtain Association sanction for club/group events; communicate information between Association and club/group members, such as event deadlines.
* Other tasks: handle bookings and entries; supervise uniforms; respond to general duties as directed by the club/group committee.

*Knowledge and Skills Required*

Ideally the Secretary is someone who:

* Can communicate effectively.
* Is well organised and can delegate tasks.
* Can maintain confidentiality on relevant matters.
* Has a good working knowledge of the constitution.

*Estimated Time* C*ommitment* R*equired*

The estimated time commitment required as the Secretary of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is \_\_\_\_\_\_\_\_\_\_\_\_\_\_hours per week.

The time commitment required as the Secretary of a club/group varies greatly from club/group to club/group. Smaller clubs may require a Secretary to spend only a half hour to an hour per week or larger clubs two to three hours per week on Secretarial duties.

The Secretary is appointed for a \_\_\_\_\_\_ period.

**SAMPLE TREASURER ROLE DESCRIPTION**

The Treasurer is the chief financial management officer for the \_\_\_\_\_\_\_\_\_\_\_\_\_\_club/group.

## Responsible To

The Treasurer is directly responsible to the President of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and members of \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The Treasurer may chair the Finance Committee at larger clubs/groups or associations.

## Responsibilities and Duties

The Treasurer should:

* Prepare a budget and monitor it carefully.
* Keep the club’s books up-to-date.
* Keep a proper record of all payments and monies received.
* Make sure financial reports are available and understood at all committee meetings.
* Show evidence that money received is banked and documentation provided for all money paid out.
* Ensure that information for an audit is prepared each year.
* Arrange the audit.
* Regularly provide a Treasurer’s report at meetings and when required.
* Produce an annual financial report.
* Send out accounts.
* Pay the bills.

## Knowledge and Skills Required

Ideally the Treasurer is someone who is:

* Well organised.
* Able to allocate regular time periods to maintain the books.
* Able to keep good records.
* Able to work in a logical orderly manner.
* Aware of information which needs to be kept for the annual audit.

*Estimated Time* C*ommitment* R*equired*

The estimated time commitment required as the Treasurer of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is \_\_\_\_\_\_\_\_\_\_\_\_\_\_hours per week.

*The time commitment required as the Treasurer of a club/group varies greatly from club/group to club/group. Smaller clubs may require a Treasurer to spend only a half hour per week or larger clubs two hours per week on club/group related duties.*

**SAMPLE MARKETING & PROMOTIONS JOB DESCRIPTION**

The Marketing and Promotions Officer is responsible for overseeing the implementation of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ marketing plan.

## Responsible To

The Marketing and Promotions Officer is directly responsible to the President of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the members of \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The Marketing and Promotions Officer may chair the Marketing and Promotions Committee.

## Responsibilities and Duties

The Marketing and Promotions Officer should:

* Develop (as part of the club/group plan) in conjunction with the Marketing and Promotions Committee the club/group marketing plan.
* Work with the Treasurer to develop a budget for the marketing plan.
* Oversee the implementation of the strategies in the marketing plan.
* Submit regular reports to the club/group committee.

## Knowledge and Skills Required

Ideally a Volunteer Co-ordinator is someone who:

* Can communicate effectively.
* Is positive and enthusiastic.
* Is well organised.
* Has marketing expertise and experience in dealing with the local media.

*Time* C*ommitment* R*equired*

The estimated time commitment required as the Marketing and Promotions Officer of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is \_\_\_\_\_\_\_\_\_\_\_\_\_\_hours per week.

*The time commitment required as the Marketing and Promotions Officer of a club/group varies greatly from club/group to club/group. Smaller clubs may require a Marketing and Promotion Officer to spend only a half hour week or larger clubs one hour per week on club/group related duties.*

**SAMPLE HEALTH & SAFTEY COORDINATOR
JOB DESCRIPTION**

The Health and Safety Coordinator is responsible for overseeing the implementation of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Health and Safety Policy.

## Responsible to:

The Health and Safety Coordinator is directly responsible to the President of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the members of \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The Health and Safety Coordinator may chair the Health and Safety Committee.

## Responsibilities and duties:

* Develop (as part of the club/group plan) in conjunction with the Health and Safety Committee the club/group Health and Safety Policy
* Implement the Health and Safety Policy by;
* Manage hazards and remove/minimise/isolate hazards using the Hazard Identification Checklist
* Ensure all club members/management and other involved parties are aware of the Health and Safety Policy and how to adhere to the health and safety/emergency procedures.
* Bring to the attention of the president any major health and safety issues on a regular basis
* Report all major accidents to OSH (if required by law).
* Work with the Treasurer to develop a budget for implementing the Health and Safety Policy
* Oversee the implementation of the strategies in the Health and Safety Policy
* Submit regular reports to the club/group committee.

## Knowledge and skills required:

* Can communicate effectively
* Is well organised
* Has a high level of attention to detail

*Time commitment required:*

The estimated time commitment required as the Health and Safety Coordinator of \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is \_\_\_\_\_\_\_\_\_\_\_\_\_\_hours per week.

The time commitment required as the Health and Safety Coordinator of a club/group varies greatly from club/group to club/group. Smaller clubs may require a Health and Safety Coordinator to spend only a half hour week or larger clubs one hour per week on club/group related duties.

**SAMPLE VOLUNTEER COACH
ROLE DESCRIPTION**

Responsible To:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (The volunteer is generally responsible to club officials working in their immediate area of activity).

***Responsibilities and Duties***

Provide a quality coaching service to athletes through:

1. Planning and managing training sessions.
2. Supervising and managing athletes in competition.
3. Developing technical, tactical and life skills of the athletes you are coaching.
4. Managing resources and equipment.
5. Building a positive, supportive and inclusive team environment that provides for athlete enjoyment, success and challenge.
6. Being a role model and providing leadership.
7. Ensuring the health and safety of the athletes you are coaching.
8. Following all aspects of the Sport NZ coaches’ code of ethics..

<http://www.sportnz.org.nz/Documents/Communities%20and%20Clubs/Coaching/Coaches_Code_of_Ethics.pdf>

*The responsibilities and duties should be as specific as possible and will vary depending on the sport, the age groups of the athletes, and sometimes the nature of the club. The above are examples only; it is important to think carefully about what is required of the coaches and outline it clearly in the role description.*
***Knowledge and Skills Required***

1. Understand the characteristics and needs of the athletes you coach.
2. Understand the components of a training session and of competitions relevant to the athletes being coached.
3. Appropriate communication, management and coaching skills for the athletes being coached.

*Volunteers recruited to a specific position will bring with them skills and knowledge, and hopefully learn a little while volunteering as well. Think carefully about the skills and knowledge required to do the job well and outline them clearly in the section above.*

***Estimated Time Commitment Required & Period of Appointment***The estimated time commitment required for the role of \_\_\_\_\_\_\_\_\_\_\_\_coach

is\_\_\_\_\_\_ hours per week over \_\_\_\_\_\_\_\_\_ days/weeks.

The Coach is appointed for a \_\_\_\_\_\_\_period.

**SAMPLE VOLUNTEER TEAM MANAGER
JOB DESCRIPTION**

Responsible to:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#  (The volunteer is generally responsible to club officials working in their immediate area of activity).

# *Responsibilities and Duties*

The Team Manager has a variety of responsibilities. Some areas to consider when managing a team include:

* Liaising with all team members, parents, coaches and officials to ensure the athletes are appropriately dressed and informed of training and competition
* Adjudicating any problems that may arise amongst team members, parents, the coach and supporters
* Acting as liaison officer between the club and the team
* Ensuring the score card and any other rules/regulations of the competition are carried out
* Ensuring all welfare and safety requirements for the team are met
* Collection of team subs and any fundraising activities
* Organisation of first aid kit and supplies

# *Knowledge and Skills Required:*

1. Strong interpersonal and oral communication skills including the ability to effectively liaise with athletes, coaches and administrators
2. Strong organisational skills
3. Sound knowledge of the selection procedures and rules/regulations of the competition

*Volunteers recruited to a specific position will bring with them skills and knowledge, and hopefully learn a little while volunteering as well. Think carefully about the skills and knowledge required to do the job well and outline them clearly in the section above.*

***Estimated Time Commitment Required & Period of Appointment***The estimated time commitment required for the role of \_\_\_\_\_\_\_\_\_\_\_\_Team Manager is\_\_\_\_\_\_ hours per week over \_\_\_\_\_\_\_\_\_ days/weeks.

The Team Manager is appointed for a \_\_\_\_\_\_\_\_\_\_\_\_\_\_period.