



Dunoon United Football Club

Position Description

Volunteer Coordinator

Objective

To coordinate all DUFC volunteers to fill all positions required to ensure DUFC operations run smoothly at all times.

Responsibilities

- Attract and recruit new volunteers to DUFC.
- Organise the orientation and the induction of volunteers.
- Develop and keep current job descriptions for all required tasks.
- Ensure the right person is found for each job.
- Identify ways of training volunteers if they do not have the required skills for the role.
- Supervise volunteers or allocate other members to supervise.
- Communicate and liaise with Committee members on a regular basis.
- Provide advice to the Committee about any barriers that exist to volunteering and recommendations for overcoming those barriers.
- Act as primary contact for DUFC volunteers.
- Recommend to DUFC how volunteers can be recognised for their efforts.

Relationships

- Reports to the President and General Committee.

Accountability

- The Volunteer Coordinator is accountable to the President and Committee.
- Report to the Committee on a regular basis.

Essential Skills

- Enthusiastic.
- Well organised.
- Dedicated club person.
- Passionate and dedicated to promoting DUFC to the wider community.
- Good communication and interpersonal skills.
- Ability to foster DUFC values with external stakeholders.

Time Commitment

The estimated time commitment required as the Volunteer Coordinator is up to 1-2 hours per week.