

POSITION DESCRIPTION:

VOLUNTEER COORDINATOR



REVIEWED: March 16, 2015

1.0 PURPOSE

The Volunteer Coordinator is responsible for ensuring that volunteer requirements for the Club are fulfilled. By ensuring member commitment and ensuring that compensation is collected for volunteer commitments that are not honoured you are contributing to the successful operation of the Club.

2.0 RESPONSIBILITIES

- Work with various Board Members to ensure that volunteer requirements are fulfilled for as needed
- Solicit members as required in order to fulfill volunteer requirements for various events and duties
- Work with the Secretary and Treasurer to ensure the timely collection and refund of volunteer fees
- Manage and keep records of the volunteer hours and commitments that each member has completed
- Assist with other club activities
- Monitor club activities while at the arena, provide club information as board representative to club members

3.0 REQUIREMENTS

- Good organizational skills
- Ability to communicate effectively
- Access to a computer, internet and word processing programs such as Word and Excel
- Basic computer skills and access to photocopier and printer
- Ability to work with a team and independently
- Ability to fulfill deadlines
- Make good decisions based on the best interest of the Club as a whole

4.0 TIME COMMITMENT

- One year term of office; August 1 - July 31
- Estimated time;
 - Annual General Meeting, 2 hours per year
 - Monthly Board of Directors meetings, 20 hours per year / 8 meetings
 - Soliciting volunteers and managing volunteer commitments, 40 hours per year
 - General correspondence, 10 hours per year
 - Develop/maintain volunteer records/forms (spreadsheets, assist with collecting outstanding fees as required), 30 hours per year

Approximate total yearly commitment, 100 hours per year