Aveley Junior Football Club Inc.
A.B.N. 81 603 471 751 | **www.aveleyfootballclub.com.au**
Turkich Parade Oval, Bolero Road, Aveley | PO Box 2379, Ellenbrook WA 6069

VOLUNTEER COORDINATOR JOB DESCRIPTION

All Executive and General Committee members are responsible for acting in a manner which brings credit to the club and abides by all club, association, local district and WAFC Policies.

Objective

- To coordinate all club volunteers to fill all positions required to ensure the club operations run smoothly at all times.

Responsibilities

- Attract and recruit new volunteers to the club;
- Develop clear 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;
- Identify methods of recognising volunteers;
- Revise volunteer duties as needed;
- Communicate and liaise with committee members on a regular basis.

Relationships

- Liaises with Club Executive and General Committee;
- Liaises with all club volunteers.

Accountability

- Reports to the club Secretary.

Date:	**Item:**
12 January 2019	**Drafted**
12 February 2019	**Adopted by Committee**
February 2020	**For Review**