

JOB TITLE: Volunteer coordinator

REPORTS TO: Executive committee

Caboolture Sports Football Club is club in which prides itself on having a strong community by bringing all age groups together. Whether it be by holding MiniRoo training/fun nights with our senior team, holding community fundraisers or allowing our juniors to showcase their skills to the rest of the club, this what we are here for. Our number one passion is Football and ensuring our Kids and bigger kids are also sharing this passion.

OBJECTIVE

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

SPECIAL SKILLS REQUIRED

- Effective communication skills
- Ability to strongly lead a team
- Conceptual skills
- Managerial skills
- Technical skills
- Effective and fair decision making

DUTIES

- Attract and recruit new volunteers to the club
- Develop clear job descriptions for all positions under the Operations Committee
- 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
- Recognise positions where needed or if current positions become redundant
- Communicate and liaise with committee members on a regular basis
- Run monthly Operations Meetings
- Help ensure the clubs operations runs smoothly behind the scenes and on game days
- Liaise with General Manager on different aspects where applicable
- Mould the Volunteer Coordinator position to ensure “Many Hands Make Light Work” rings true

TIME REQUIRED

- 7-12 hours per week