



NATIONAL CLUB ACCREDITATION SCHEME

Capalaba Football Club Position Description – Volunteer Co-ordinator

POSITION TITLE:

Volunteer Co-ordinator

OBJECTIVE:

To co-ordinate and mobilise sufficient volunteer resources to allow for an organised and effective delivery of the Club's mission and responsibilities.

RESPONSIBILITIES / TASKS:

- Identify specific roles and/or tasks that could be filled by volunteers and ensure detailed position/task descriptions are developed.
- Develop and implement strategies to encourage greater volunteer participation in all facets of the Club's operations.
- Be responsible for the recruiting and induction of new volunteers.
- Liaise with the Secretary and Registrar to ensure volunteer records are maintained and all regulatory and compliance matters (e.g. Blue Cards) are executed.
- Co-ordinate appropriate training for all volunteers.
- Maintain regular communication with all volunteers to ensure ongoing satisfaction and all reasonable needs are met.
- Supervise volunteers or allocate other members to provide adequate direction and supervision.
- Identify ways and methods of recognising volunteers and their contributions.

RELATIONSHIPS:

- Reports to the President and General Committee
- Liaises with Registrar and Secretary
- Liaises with all volunteers

ACCOUNTABILITY:

- The Volunteer Co-ordinator is accountable to President and General Committee.

ESSENTIAL SKILLS:



Capalaba Football Club Inc.
ABN 59 140 862 945
www.capalababulldogs.com

John Fredericks Park, Old Cleveland Road,
CAPALABA QLD 4157
PO Box 34 CAPALABA QLD 4157
Telephone: (07) 3823 1312



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- Effective communicator.
- A pleasant and outgoing personality.
- Excellent organisational and team co-ordination abilities.
- Enthusiastic and well organised.
- Ability to keep sound records.
- Ability to work in a logical and orderly manner.
- Willing to learn new skills if necessary.
- Dedicated club person.
- Honest and trustworthy.

DESIRABLE SKILLS:

- Experience in volunteering locally and/or internationally.
- Sound computer skills.
- Sound negotiating skills.



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