



## **ROLE DESCRIPTION FOR CLUB WORKFORCE COORDINATOR**

### **ROLE OF THE WORKFORCE COORDINATOR**

A workforce coordinator is responsible for overseeing the volunteers within a club. The role of the Workforce Coordinator is not to line manage but to ensure volunteers have a meaningful and enjoyable volunteer experience, through recruiting the right volunteers to the right roles and providing appropriate training, support and recognition to assist them in their role. This role should report into the Club Chairperson.

\*workforce refers to volunteers and staff within a club e.g. secretaries and coaches, committee members, officials and helpers within a club.

### **DUTIES OF A CLUB WORKFORCE COORDINATOR**

- To act as a main point of contact for volunteers within the club
- To be responsible for creating and implementing a Workforce Development Plan
- To build effective relationships with all club volunteers and the ASA County Workforce Coordinator
- To coordinate and help organise training for the club workforce
- To ensure all volunteer positions within the club have current role descriptions
- To be responsible for leading the recruitment, induction and support of all club volunteers in association with others
- To establish and manage a volunteer recognition programme within the club

### **COMMITMENT/TIME FOR THE ROLE**

The actual hours required will include ongoing weekly responsibilities, particularly in recruiting and inducting new volunteers and supporting existing volunteers.

### **SKILLS AND QUALITIES REQUIRED**

- Enthusiastic with a good knowledge of the club and the volunteer roles required
- Be an excellent communicator
- Have knowledge and empathy for volunteer needs
- Sound organisational skills and ability to delegate

The following are deemed to be essential items for a Workforce Coordinator to have in order to do their role:

- Use of a computer and email address to produce letters, emails, reports, posters and to store and record information relating to volunteers and volunteering within the club
- Filing system to record all letters and correspondence
- Notebooks for meetings



- Annual diary/chart to record volunteer training, availability and meetings
- Club headed stationery
- Telephone with access to an answer phone facility