



# Club Roles

<b>Title</b>	Volunteer Coordinator
<b>Position Summary</b>	Recruit, coordinate and manage volunteers at the Essendon Netball Club
<b>Key duties and responsibilities</b>	<p>Assess Essendon Netball Club volunteer needs including, but not limited to, coaches and team managers, as well as volunteers required for general competition and special events</p> <p>Develop, promote and drive a volunteer management program</p> <p>Provide an induction and orientation to all volunteers at the commencement of each season or upon onboarding</p> <p>Identify and organise training and education opportunities for volunteers</p> <p>Recruit and recommend the appointment of volunteers to suitable roles within ENC eg. team managers, social event assistants, coaches etc, by liaising with the appropriate club official (Head Coach/Coaching Coordinator, Functions Coordinator etc) or committee member</p> <p>Liaise with the Secretary to provide relevant information where required (eg. obtaining a WWCC) for necessary positions (team managers, coaches) in a timely manner</p> <p>Maintain an accurate register of all ENC volunteers and provide a copy to the Secretary, including position held at the Club (coach, team manager etc), contact details (name, contact number, email address), WWCC details</p> <p>Provide volunteers with additional information to assist in the discharge of their duties eg. Team Manager - provide position description, Netball Connect training/instruction (assigning scorers, player attendance etc)</p> <p>Liaise with committee members to ensure clear lines of communication and understanding about what is happening within the Club, and then pass this information on to all volunteers as required in a timely manner</p> <p>Collect and manage feedback from all parties involved in volunteer activities, including but not limited to, exit interviews</p> <p>Develop ways to recognise and reward volunteers eg. social media “shout outs”</p> <p>Submit regular reports to the Secretary and attend committee meetings as required</p> <p>Maintain best practice according to the National Standards for Volunteer Involvement</p> <p>Be aware of ENC’s Child Safety Policy</p> <p>Be aware of Child Safety Standards</p> <p>Reports to the Essendon Netball Club Committee via the Secretary on all Essendon Netball Club Volunteer matters</p> <p>Attend all functions, especially the ENC Presentation Night</p> <p>Attend the Annual General Meeting (AGM)</p>