

Volunteer Coordinator's Roles and Responsibilities (Coordinator Position)

Coordinators must perform their role with competence and diligence in what they reasonably believe to be in the best interest of the Paws4Fun Agility Corporation and Members with loyalty, honesty and good faith.

Coordinators must ensure that all responsibilities of their position are carried out, by action or by delegation, to the satisfaction of the Board of Directors.

Coordinators are invited and encouraged to attend all meetings of the Board of Directors and become as fully informed as possible regarding all aspects of Paws4Fun. Coordinators must refrain from placing themselves in a situation where their duty as a Coordinator conflicts with their personal interest or with their duty to others and must abide by the terms of The Canada Not-For-Profit Act, the Paws4Fun By-Laws, The Paws4Fun Directors Terms of Reference (ToR), plus all other Paws4Fun Rules and Policies.

All Coordinators are responsible for:

- Keeping the Board updated on the status, suggested improvements or changes, and issues in respect to their area of responsibility
- Keeping the Roles and Responsibilities document for their Coordinator's position up to date

Volunteer Coordinator:

- is responsible for all volunteers needed throughout the year to ensure activities related to facilities and equipment, trials, training, and other special events undertaken by the club can be carried out successfully
- coordinates with the Directors to obtain volunteer requirements for activities related to facilities/equipment, trials and other events, demos, and any other club activity as needed
- sets up a volunteers committee as and when required
- ensures committee members are available onsite before and during a club event to direct volunteers
- sets up a painting committee responsible for the annual painting of equipment to be performed as directed by the Facilities Director
- prepares and maintains job descriptions for all volunteer positions at trials
- ensures the volunteer job descriptions are available prior to trials
- solicits volunteers for each activity
- ensures all volunteer hours are recorded
- maintains a record of total hours volunteered by each member per year
- reports on volunteer figures and provides updates to the Board of Directors as required with recommendations for improvement