

Volunteer Coordinator's Roles and Responsibilities (Officer Position)

The 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.

Responsibilities:

- 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