**[Club Name]**

position description – volunteer coordinator

Pony Club is committed to protecting Children from harm. We require all applicants that will work with Children to undergo an extensive screening process prior to appointment.

# REPORTS TO

* Club Committee

# PURPOSE

The key function of the role is to co-ordinate all elements of volunteering within the club. The Volunteer Coordinator is to recruit, train, support and recognise volunteers throughout the club. Ensuring that all volunteers have the knowledge, training and support required to undertake and succeed in their nominated roles.

# Role REsponsibilties

* Create a detailed list of the volunteer requirements for the club in conjunction with the committee.
* Consider the knowledge, skills and time required for each role.
* Coordinate volunteer screening procedure when taking in new volunteers.
* Support new volunteer inductions by organising relevant orientation and training days.
* Coordinate volunteer rosters and work with the secretary to maintain club records.
* Ensure the club has a suitable number of volunteers in each area of the club.
* Be the primary contact for volunteers should they have any concern or problem.
* Continually promote the efforts of the volunteers throughout the year
* Submit regular reports to the club/group committee as required.
* Attend committee meetings when requested.
* Identify ways to improve the volunteering experience, either through training or support.
* Work with the committee or selected subcommittee to develop and review volunteer support resources (e.g., volunteer handbook, role descriptions and training programs).

## OTHER DUTIES

* Report activities to the membership at the Annual General Meeting.
* Assist other committee members in their duties as required.

# End of year hand over

## Updating key documents

* At the end of each year a key activity of this role will be to review and revise this position description to ensure it continues to reflect the requirements of the role. The updated position description must be provided to the club secretary one month prior to the Annual General Meeting each year.

## Induction of the incoming position holder

* An important responsibility of the outgoing position holder is to train, mentor and support the incoming position holder.

# CODE OF CONDUCT

* I agree to be bound by the Pony Club Australia Code of Conduct, all National Integrity Framework policies and other rules, regulations and policies of the organisation.

# conflict of interest

* If at any stage you become aware of a personal conflict of interest, real or perceived, they should immediately notify the Club Committee, where it will be noted and managed as required for transparent management.

# EDUCATION & SKILLS

**ESSENTIAL:**

* Hold a current membership with Pony Club.
* Be over the age of 18 years.
* Must have a working with children check registered on the Association database and registered with the organisation as required.
* Must have completed and registered on the Association database the following courses:
  + Safeguarding Children and Young People in Sport Induction
  + National Integrity Framework
  + Anti-Doping Fundamentals
  + Annual Update

## DESIRED

* Effective communication skills
* Well organised and strong time management skills
* Sound stakeholder management skills
* Background in HR would be advantageous

# TIME COMMITMENT

The estimated time commitment required for this position is XX hours per week.

# Terms of Engagement

One year – position up for re-election at club Annual General Meeting.  Tenure is unlimited.

# Remuneration

This position is undertaken on a voluntary basis.

# Agreement

I, ………………………………………………………………………….., herby agree to accept and undertake the position as outlined above and abide by all Club policies and procedures.

Signed: Date:

Signed: (Chair) Date: