

LANSDOWN HOCKEY CLUB

www.lansdownhockey.co.uk



VOLUNTEER COORDINATOR ROLES & RESPONSIBILITIES

NAME:

REPORTING TO: Lansdown Hockey Club Committee

Role Purpose

To recruit, recognise, reward and retain volunteers for Lansdown Hockey Club (LHC)

Main Duties

- Recruit volunteers from within LHC and beyond including local schools, colleges, universities, volunteering agencies and the county sports partnership etc.
- Promote and raise awareness of all volunteering opportunities for the club including coaching, umpiring and other committee positions
- Work closely with the Membership Secretary to obtain details of qualified coaches and umpires within the club
- Encourage LHC club and committee members to recognise the value of volunteers through rewards and recognition e.g. LHC End of Season Awards, Gloucestershire Sports Awards etc
- Attend club committee meetings and the AGM
- Produce an annual report for all areas of volunteering within the club

This role description is not to be regarded as exclusive or exhaustive and in consultation with LHC Committee, may be altered at any time.

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Experience or Attributes

- Enthusiastic and knowledgeable about the volunteering roles within the club
 - Good organisational and communication skills
 - A positive and approachable manner
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Special Conditions

- CRB Disclosure -

Signed (Club Treasurer): Date

Print Name:

Signed (Club Secretary):.....Date

Print Name: