

## **Palmwoods Warriors Football Club Inc.**

### **General Committee Position Description: Volunteer Coordinator**



**Reports To:** PWFC Management Committee

**Term:** Elected annually at the AGM

#### **Position Summary**

The Volunteer Coordinator of Palmwoods Warriors Football Club (PWFC) is responsible for the recruitment, coordination, and support of volunteers across all club activities. This role ensures that the club has a strong, engaged, and well-supported volunteer base, enabling smooth operations and a positive club experience for players, families, and supporters.

The Volunteer Coordinator plays a key role in fostering a culture of volunteerism, ensuring volunteers feel valued, motivated, and equipped to contribute effectively to the club's success.

#### **Key Attributes**

- People Management & Leadership – Ability to engage, motivate, and retain volunteers.
- Communication & Interpersonal Skills – Strong ability to connect with volunteers, committee members, and stakeholders.
- Organisation & Time Management – Efficiently coordinates rosters, schedules, and volunteer roles.
- Problem-Solving & Adaptability – Manages challenges and ensures smooth volunteer engagement.
- Collaboration & Teamwork – Works closely with committee members to ensure volunteer needs are met.
- Commitment to Inclusion & Diversity – Ensures volunteer opportunities are accessible to all members of the community.

## Key Responsibilities

### 1. Volunteer Recruitment & Onboarding

- Develop and implement strategies to recruit new volunteers, including parents, supporters, and local community members.
- Promote volunteer opportunities through club communications, social media, and events.
- Manage the onboarding process, ensuring volunteers receive clear information about their roles, responsibilities, and expectations.
- Ensure volunteers complete any required registrations, background checks, or training.

### 2. Coordination & Support

- Develop and maintain volunteer rosters for key club activities, including game days, events, canteen operations, and working bees.
- Ensure clear communication and scheduling so volunteers understand their commitments.
- Provide ongoing support and guidance, ensuring volunteers feel valued and confident in their roles.

### 3. Volunteer Recognition & Retention

- Implement initiatives to recognise and reward volunteers, such as appreciation events or awards.
- Foster a positive and inclusive volunteer culture, ensuring individuals feel appreciated and motivated to stay involved.
- Collect feedback from volunteers and identify areas for improvement in volunteer engagement and experience.

### 4. Compliance & Best Practices

- Ensure volunteers adhere to the club's policies, procedures, and safeguarding requirements.
- Maintain accurate records of volunteer participation and compliance requirements (e.g., Blue Cards for working with children).
- Identify training or development opportunities to help volunteers build confidence and skills.

## **5. Collaboration with Committee & Community**

- Work closely with other committee members to ensure volunteer needs align with club priorities.
- Engage with local schools, businesses, and community groups to promote volunteering at PWFC.
- Advocate for the importance of volunteers in ensuring the club's ongoing success and sustainability.

### **Commitment & Expectations**

- Provide the Management Committee with regular volunteer updates.
- Be available for key club events, game days, and volunteer-driven activities.
- Act as a point of contact for volunteer-related inquiries and support needs.
- Work collaboratively with the committee to create a welcoming and inclusive environment for all volunteers.