

VOLUNTEER CO-ORDINATOR – Cambourne Exiles RFC

Main purpose of the role: To provide a focal point for volunteers and volunteering within the club. To facilitate the recruitment, retention, recognition and reward of volunteers within the club.

Actual duties involved:

- To identify means of recruiting potential volunteers and to ensure that a policy of open recruitment when advertising for and appointing volunteers is implemented
- To formulate up-to-date Terms of Reference for volunteer positions
- To appoint sufficient volunteers to formulate club committee and sub committees, to organize and support club activities and events
- To ensure that new volunteers are welcomed appropriately and are provided with all relevant information and support (e.g. create a mentoring / buddy system within the club for new volunteers)
- To attend events, tournaments & social evenings to promote & encourage new volunteers
- To ensure individual volunteers are given appropriate support and guidance to maintain their enthusiasm
- To identify means of recognizing and rewarding volunteers
- To make recommendations on policy for the distribution of international tickets to club members
- To nominate volunteers through the RFU Volunteer Recognition Awards
- To become a free VIP Member (Volunteer Investment Program - 0800 363373) in order to be updated on volunteering issues and if appropriate to apply for a Volunteer Recognition Award.

Liaison with: The Executive committee, new & existing members, local schools, colleges and universities, and the local RDO.

The post holder will be responsible to: The Executive committee

Meeting to attend:

- Executive committee meetings to advise on the recruitment, retention, recognition and rewarding of volunteers and to advise on the number of volunteers required
- Sub committees by request to give advice and induct new volunteers
- AGM if appropriate
- To induct newly appointed volunteers and provide existing volunteers with support and guidance

Estimated Time Commitment: approximately 2 - 4 hours a month

Term of role: Appointed for 1 year, to retain the role for a maximum of 3 years.

Benefits: Associated expenses will be reimbursed from club funds as approved by the committee and directed by the Treasurer

Other information: This is an essential role within the club, as it provides an opportunity to get to know a wide range of people, in order to formulate a strong volunteer workforce

Recommended Training: Sport England - Running Sport for Clubs – Volunteer Executive Workshop