



## BRENTWOOD TRAMPOLINE CLUB

This is a volunteer agreement for the role stated below and is not intended to be a legally binding contract of employment. The club will pay the volunteer out of pocket expenses and provide suitable training as required.

The club will also carry out adequate risk assessments and treat volunteers in accordance with its equal opportunities policy. Volunteers agree to follow the rules and policies of the club and are requested to do their best to meet time commitments, giving adequate notice if this is not possible.

**ROLE TITLE:** VOLUNTEER COORDINATOR  
**RESPONSIBLE TO:** THE CLUB MANAGEMENT COMMITTEE  
**SKILLS REQUIRED:**

- ✓ Approachable and a good listener
- ✓ Well organised
- ✓ Able to delegate
- ✓ Confident and effective communicator
- ✓ Enthusiastic and a good motivator
- ✓ Tactful and discrete
- ✓ Prepared to make a regular time commitment

### ROLE PURPOSE:

1. To co-ordinate the roles and responsibilities of volunteers within the sports club.
2. To support and mentor club volunteers in their roles.

### MAIN TASKS ARE TO:

1. Supervise/oversee all club volunteers.
2. Ensure that opportunities for feedback and training are provided.
3. Act as the main contact for all volunteers.
4. Liaise with the Chairperson to ensure that all tasks required to run the club efficiently are allocated to relevant volunteer.
5. Ensure that each task has been assigned to a volunteer.
6. Ensure that each volunteer understands their job and their role within the organisation.
7. Get to know all club volunteers and potential volunteers by name.
8. Ensure that all roles have a role/task description – consult volunteers and executive committee to write role/task descriptions.
9. Motivate volunteers through recognition and feedback.
10. Co-ordinate the 'volunteer of the year' award or other awards as appropriate.
11. Co-ordinate the implementation of the volunteer recruitment plan.
12. Annually monitor and evaluate the plan for effectiveness, and report back to the committee.
13. To attend meetings as follows:
  - a. Management Committee
  - b. Volunteer team meetings
  - c. Individual volunteers
  - d. Social events
  - e. External agencies to co-ordinate recruitment drives.