



## **JOB DESCRIPTION**

### **Volunteer Coordinator**

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Appointed by: Board of Directors

Term: one year, renewable

Responsible to: Past Commodore

#### **General responsibilities:**

Responsible for engaging new members in the volunteer culture of the Club; matching members' interests and skills with volunteer opportunities and requirements; monitoring and promoting volunteerism as a fundamental value of Club membership.

#### **Specific functions:**

1. Develop and maintain a database of members, with information on their respective interests for volunteer activities and a record of their volunteer assignments;
2. Liaison with the Membership Officer to receive new member information and facilitate the induction of new members;
3. Follow up with new members to ensure that they are engaged in Club activities and accept the Club's expectations for volunteer contributions (e.g. new member follow-up sessions);
4. Consult with committee chairs to determine opportunities and requirements for volunteers and recommend suitable candidates;
5. Monitor the volunteer needs of the Club and inform members of volunteer opportunities;
6. Monitor and report trends in volunteer activity, through anecdotal information; and,
7. Encourage and recognize volunteer contributions through Club media and personal contact.

Date adopted by the Board of Directors: October 02, 2012

Date of review/revision \_\_\_\_\_