

**Goalball UK – Club Minimum Standards**

# 9. Club Constitution – Volunteer Co-ordinator

This guidance has been adapted from Sport England buddle ([buddle - Volunteer co-ordinator outline role description](https://sportengland-production-files.s3.eu-west-2.amazonaws.com/s3fs-public/2023-12/outline-role-description-volunteer-coordinator.docx?VersionId=x8XAesD6iAx_AtOqzQMof2M.xHKGUKiE)) as best practice for developing your club’s committee.

## Example Role Outline: Volunteer Co-ordinator

Name of club:

Role: Volunteer Co-ordinator

Responsible to: Normally the Club Committee

Name of Volunteer Co-ordinator:

START DATE: XX/XX/XX END DATE: XX/XX/XX

Typical Responsibilities:

* Get to know all club volunteers and potential volunteers and be their main contact
* Ensure that all volunteers know what they are doing
* Supervise and oversee the role of other volunteers, including their paperwork
* Coordinate the implementation of the volunteer recruitment, training, and support plans.
* Recognise and nominate your volunteers for volunteer awards
* Work with the social secretary (if the club has one) to organise social and recruitment events for volunteers
* Attend committee meetings as appropriate
* Arrange mentoring (if appropriate) for relevant volunteers
* Take responsibility for personal conflicts of interest and declaring, recording, and managing these appropriately

These are example responsibilities – please adapt this template to suit your club’s needs.

## Additional Information

Should you need any additional information in relation to club constitution, committees, or meetings please contact our enquiries email and a member of the development team will get back to you – enquiries@goalballuk.com