



Gerrards Cross Hockey Club

Dukes Lane, Gerrards Cross, Bucks, SL9 7JZ T: (01753) 886610

Volunteer Coordinator Role

Responsible to - The Club Committee and works closely with the Junior Development Officer

Responsible for - All who volunteer in and for the club

Role -

1. To do all possible to recruit, recognize, reward and retain volunteers
2. Write a Club Volunteering Plan

You will need to be enthusiastic, knowledgeable and keen to encourage and promote all of the volunteering roles within the club.

You should attend club committee meetings and the AGM.

How much time will I need to give to the role? - Approximately 3 – 5 hours per week.

What tasks are involved? - Tasks will include:

1. Raising the awareness of opportunities for volunteers and volunteering within the club, the county and beyond (e.g. at events and with and for other organisations)
2. Recruiting volunteers from within the membership and beyond

Details:

- The Club Volunteer Coordinator, appointed in 2009/10, is Mrs Elizabeth Julia Wilson (combined with the role of Joint Junior Welfare Officer.)

Julia Wilson, 16 Hogback Wood Road, Beaconsfield, Bucks, HP91JT

Tel: 01494677856 Mob: 07708465078

Qualifications for the role:

- Enhanced CRB Checked
- Has attended first-aid and safeguarding courses.
- 6 years experience within the club, assisting with junior coaching sessions.
- Teaching/ student counselling/ administrative qualifications and work experience.