

What is a Volunteer Coordinator?

The Volunteer Coordinator is a specific role which someone within a club, centre or committee can take on. The role of the Volunteer Coordinator concentrates on the volunteers within that organisation (just like a Coach Coordinator focuses on coaching).

What is the purpose of the Volunteer Coordinator?

The Volunteer Coordinator has specific responsibility for supporting the voluntary workforce. This includes coordinating the recruitment, training and opportunities for volunteers.

The Volunteer Coordinator plays a pivotal role in ensuring that volunteers feel positive about their volunteering experience and act as a main point of contact for volunteers within a club, centre or committee.

What are the main tasks involved in the role?

The Volunteer Coordinator would concentrate on the recruitment, training and recognition of the organisations' volunteers.

Recruitment & Retention:

This person would be able to look ahead to see what roles may become vacant; and look at new ways to recruit new volunteers.

They would act as the main contact for all volunteers and ensure that everyone is clear on their responsibilities. Most importantly, they should ensure that existing volunteers aren't taking on too much.

Training:

Volunteer Coordinators would be responsible for ensuring that volunteers are encouraged to develop their training and personal development.

Recognition & Rewards:

They should ensure that volunteers are rewarded and know they are appreciated by the organisation.

Why should clubs consider having a Volunteer Coordinator?

The main benefit to having a Volunteer Coordinator is the coordinated approach which clubs, centres or committees would have in terms of recruitment and retention. As a result, the organisations' volunteers should feel valued, rewarded and appreciated.

What support is available to Volunteer Coordinators?

For every Volunteer Coordinator which is known to Canoe England, they receive:

- A Volunteer Coordinator pack;
- Direct support, advice and communication from the Volunteer Development Officer;
- Volunteer newsletter to ensure they are kept up to date with the latest news;
- Updates on the latest information and templates.

Other resources to assist a Volunteer Coordinator:

- Canoe England Volunteers section on the website
- Runningsports top tips: "Finding New Volunteers—Recruitment"; "Involving Older People as Volunteers"; "Recognising and Rewarding Volunteers"; "Retaining Volunteers"; "Screening Volunteers - A Guide for Clubs"; "Young People as Volunteers".
- Runningsports guide—Volunteers
- Runningsports workshops—Valuing your Sport Volunteers; Role of the Volunteer Coordinator