Kingaroy Rugby League Football Club, Juniors & Seniors Incorporated

Volunteer Position Description

Volunteer Coordinator

The role of the Volunteer Coordinator is to supervise and coordinate all club volunteers.

Responsible To

The Volunteer Coordinator is directly responsible to the President and the club members.

Responsibilities:

The Volunteer Coordinator should:

- Work with Team Managers to organise volunteers for home games,
- Use the SignUp Zone to schedule volunteer shifts;
- Match volunteers to opportunities that suit their skill sets ensuring the right person is found for each job;
- Manage the Volunteer Spotlight program;
- Identify methods of recognising and celebrating volunteers;
- Organise end-of-season gifts for team staff and committee members, with prior approval from the President and Treasurer required before any purchases or arrangements are made.

Initial Duties

- Obtain access to SignUp Zone, Facebook page and Canva