



EAST COAST BAYS ASSOCIATION FOOTBALL CLUB

BAY CITY PARK, ANDERSONS ROAD, P.O. BOX 35-761, BROWNS BAY. PHONE/FAX (09) 478-3433
www.ecbafc.co.nz ecbafc@xtra.co.nz

VOLUNTEER COORDINATOR

JOB DESCRIPTION

The Volunteer Coordinator is responsible for the human resource planning, recruiting, selection, training and recognition of East Coast Bays Association Football Club Volunteers

Responsible To

The Volunteer Coordinator is directly responsible to the Control Board of East Coast Bays Association Football Club

Responsibilities

The Volunteer Coordinator should:

- Assess the human resource needs for coaching and club administration
- Recruit and recommend the appointment of volunteers to roles that suit them.
- Organise the orientation and the induction of volunteers.
- Identify and organise the training and education opportunities for volunteers.
- Ensure that volunteers are reimbursed for their approved out-of-pocket expenses.
- Ensure all volunteers are recognised for their efforts.

Knowledge and Skills Required

Ideally a Volunteer Coordinator is someone who:

- Can communicate effectively and has good interpersonal skills.
- Is positive and enthusiastic.
- Is well organised.

Time Commitment Required

The estimated time commitment required as the Volunteer Coordinator of 2 hours per week.

