**Important Note:** This Position Description has been provided as a general position description only. Please edit the logo and content to ensure it reflects the needs of your organisation and delete this message prior to releasing the Position Description

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| **Position Title:** | **Volunteer Coordinator** |
| **Reports to:** | Executive and General Committee  | **Direct Reports:** | N/A |
| **Employment Status:** | Volunteer |
| **Time Commitment** |  |
| **Netball Victoria** | Netball Victoria is a not for profit, member based organisation which is governed by a volunteer Board of Directors.  It is the peak sporting body for netball in Victoria and is affiliated with Netball Australia. Netball Victoria exists to improve people’s lives. Our identity anchors of: ‘*We enable each other shine’,’ We have no limits; we’ve got this’, and ‘We are leaders’ –* inform who are, both individually and collectively, and therefore how we take up our organisational roles. The Netball Victoria Executive Team comprises of CEO and General Managers across: Commercial Development, High Performance, Government Relations & Facilities Development, Member Services and People & Culture, Participation and Product Development, Finance, and Communications, Marketing and Partnerships. |
| **Commitment to Child Safety** | We require all applicants to undergo background checks and screening prior to or during any appointment. Netball’s Commitment Statement to Safeguarding Children and Young People and other important information can be found at <https://vic.netball.com.au/child-safety-netball>At Netball Victoria, we embrace diversity in gender, age, ethnicity, disability, religion and sexual orientation. We are committed to providing a safe environment for children across Netball.**Netball Victoria Commitment to Safeguarding Children & Young People**Every person in the netball community has a responsibility to understand their role in ensuring the safety and wellbeing of all children and young people in our care. Netball Victoria is committed to promoting and protecting the rights of children and preventing abuse from occurring by fostering a culture where children feel safe and empowered. We also seek to ensure the cultural safety of First Nations children, children from culturally and/or linguistically diverse backgrounds and children with a disability. |

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| **Primary Purpose of Position** |
| * Effectively recruit and coordinate a robust group of volunteers to ensure the smooth and efficient running of the club/association
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| **Key Responsibilities** |
| * Assess volunteer needs, including but not limited to coaching and umpiring, needed for general competition and special events
* Develop, promote and drive volunteer management program
* Identify the needs and roles for each program/service
* Develop position descriptions for each volunteer role
* Coordinate the recruitment of volunteers through suitable avenues
* Recruit and recommend the appointment of volunteers to suitable roles
* Provide induction and orientation for new volunteers
* Work with the secretary to prepare and monitor for volunteer retention/rosters
* Work with the treasurer to ensure all out of pocket expenses are reimbursed to the volunteers
* Communicate regularly with volunteers
* Collect and manage feedback from all parties involved in volunteer activities, including but not limited to exit interviews
* Develop ways to recognise and reward volunteers
* Assess the human resource needs for the organisation for general running and special events
* Identify and organise the training and education opportunities for volunteers
* Submit regular reports to the organisation and attend meetings as required
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| **Knowledge, Skills & Abilities** |
| * Experience in recruiting, managing and supporting groups of people
* Experience in leadership role preferred
* Ability to build relationships and work with volunteers, committee members and club/association members
* Strong oral and written communication skills
* Ability to give presentations to larger groups with regards to induction and orientation
* Ability to work independently and as a team
* Ability to adhere to information and maintain best practice according to the National Standards for Volunteer Involvement
* Ability to work days and hours as arranged with Executive Committee
* Enthusiastic and positive attitude
* Well organised and able to work in a logical orderly manner
* Ethical, honest and trustworthy
* Sympathetic and empathetic
* Dedicated Association/Club person
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| **Other Requirements** |
| * Induction Training
* Police Check
* Working with Children Check
* Other (please specify)
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