



VOLUNTEERING OPPORTUNITIES

CLUB INFORMATION			
Organisation Name	Chester Gladiators Rugby League Football Club		
Contact Name	Jim Green	Telephone Number	07512 355396
Contact Address	Chester RUFC, Hare Lane, Littleton, Chester		
Post Code	CH3 7DB	Email	info@chestergladiators.com

VOLUNTEER ROLE DESCRIPTION
Opportunity Title: Volunteer Coordinator
Opportunity description: The role of the Volunteer Coordinator is to coordinate the work being done by the various volunteers involved in the organisation. It also includes recruiting, retaining and rewarding volunteers as well as supporting individual volunteers where necessary.
Duties of role: <ul style="list-style-type: none"> • Get to know all club volunteers and potential volunteers and be their main contact. • Ensure that all volunteer jobs have a Role Outline. • Supervise and oversee the role of other volunteers, including their paperwork. • Coordinate the implementation of the volunteer recruitment, training and support plans. • Recognise and nominate your volunteers for volunteer awards. • Work with the Social Secretary to organise social and recruitment events for volunteers. • Attend committee meetings.
Who do the volunteers need to report to? Club Committee
Please state the day(s) and times required for volunteering: Attendance at quarterly committee meetings.
Preferred age range of volunteer: 16+
Anticipated duration of role: March to September

PERSONAL QUALITIES, SKILLS & EXPERIENCE			
Personal Qualities	<ul style="list-style-type: none"> • Good management skills. • Approachable and friendly. • Good listener and effective communicator. • Confident with 	Desirable Qualifications	<ul style="list-style-type: none"> • None

	<p>good leadership skills.</p> <ul style="list-style-type: none"> • Great organisational skills. • Able to delegate effectively. • Enthusiastic and a good motivator. • Knowledge of Data Protection Act. • Knowledge of external volunteer recognition awards. 		
<p>Training Support – please state any training available: Club will seek to aid continuous development of volunteers skills by contributing towards costs of undertaking relevant qualifications and courses wherever possible.</p>			
<p>Expenses – details of travel/ expenses offered to volunteers and leaders: Role related expenses will be reimbursed</p>			

VOLUNTEER POLICIES & PROCEDURES			
Insurance – Will volunteers and leaders be covered on the organisations insurance? Yes			
Membership – Will volunteers be offered temporary free membership of the club? Yes (For club liability insurance purposes)			
Risk – Does your organisation complete regular Risk Assessments for all venues used? Yes			
Child Protection Policy – Does your organisation have a current Child Protection Policy? Yes			
Vetting – Does your organisation carry out Criminal Record Bureau (CRB) checks? Yes			
Work with children (under 18) involved:	Yes	Work with adults involved:	Yes
Work with people with a disability involved:		No	