

Information Sheet

Club Volunteer Co-ordinator

Once your club has created a 'Club Volunteer Development Plan', you may find it useful to identify someone who is willing to take responsibility for implementing the plan, co-ordinating the agreed action, keeping the plan up to date, and communicating success back to the club. This may be someone who is already doing a similar role, or it could be a new role that you introduce in to the club structure, perhaps even a position within the club committee.

The Key Purposes of a Club Volunteer Coordinator are:

1. To complete and implement a Volunteer Development Plan within your club to guide and support the recruitment, retention, reward and development of the volunteer base for the delivery of activities within your club.
2. To ensure that all activities are delivered/supported by sufficient and appropriately trained / qualified volunteers.
3. To maximise volunteer participation within the land-based and water-based areas of club activity.
4. To facilitate effective communication between your club, its volunteers, the Regional Volunteer Contact, Regional Development Officer and the RYA Volunteer Development Officer.
5. To support the implementation of the Volunteer Support Programme at club level.

Although the title may be new, it is likely that someone in your club has carried out a similar role previously.

In practical terms, what will that entail?

How the key purposes of the role are achieved will essentially be up to the club. However, the types of activities that may be undertaken include:

- ❖ Acting as the main/first point of contact for all existing and prospective volunteers (recruitment & retention)
- ❖ Ensuring that all 'club level' volunteer roles are defined, and that the volunteers undertaking them have access to a copy of role definition and understand what is being asked of them
- ❖ Ensuring that the volunteer base within your club is appropriate to its needs
- ❖ Providing support and information about volunteering, training and development opportunities within the club.
- ❖ Effectively communicating with your club, its volunteers, Regional Volunteer Contact, Regional Development Officer and Volunteer Development Officer

How much time should this role require?

This is a new role so during the set up period the initial contribution may be in the region of 1-2 hours per week. Once Club Volunteering Development Plans are in place, being implemented, the time commitment may decrease but the club will determine this. It is anticipated that initially Club Volunteer Coordinators will commit to staying in the post for at least one year.

Who will support this role?

It is essential that the Club fully support and endorse the work of the Club Volunteer Co-ordinator.

The Club Volunteer Co-ordinator will also receive on-going support from the Regional Volunteer Contact, RYA Regional Development Officer and RYA Volunteer Development Officer.

What personal attributes will the ideal Club Volunteer Co-ordinator have?

- ❖ Confident and effective communicator
- ❖ Ability to organise self and others effectively
- ❖ Desire and motivation to promote volunteering opportunities to the wider community
- ❖ Good administration skills
- ❖ Prepared and able to make a regular time commitment

Is there anything else you need to, or should know?

- ❖ For volunteering to be successful within your club, it is important that you have the backing and support of your club/ club committee
- ❖ It will also make your role easier if they have regular access and are able to use a PC and the Internet, particularly e-mail.

Further information

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