Appendix 2 |
Volunteer Position Description Templates

This section contains example Volunteer Position Descriptions (PDs) that can be used as templates to develop PDs for relevant roles at your club. When listing volunteer roles on your club’s website, it’s a good idea to include the Volunteer Position Description as a PDF to give interested volunteers further information.

Volunteer Coordinator | Location

Position Description

Do you enjoy interacting with a wide range of people and are you passionate about football? Click or tap here to enter club name is looking for a Volunteer Coordinator (volunteer role) to join the Club and to be the first point of contact for existing and new volunteers. You will be responsible for the human resource planning, recruiting, selection, training, and recognition of Click or tap here to enter club name’s volunteers.

|  | **Volunteer Coordinator** |
| --- | --- |
|  | **Location** |  |
|  | **Responsible to** | Click or tap here to enter club name Club Committee |
|  | **Time commitment** | The estimated time commitment required as the Canteen Coordinator of Click or tap here to enter club name is Click or tap here to enter approximate hours hours per week. |
|  | **Statement of responsibility** | The Volunteer Coordinator will be responsible for the human resource planning, recruiting, selection, training, and recognition of Click or tap here to enter club name volunteers.  |
|  | **Duties** | * Adhere to the mission, vision, and values of the club
* Work collaboratively with other office-bearing volunteers
* Monitor the human resource needs for the club both from a general running and a special events perspective
* Develop job descriptions for each volunteer role, revising as necessary
* Utilise volunteer job descriptions to attract, recruit and recommend volunteers for appointment to roles appropriate for them
* Organise the orientation, induction and training of volunteers
* Supervise volunteers or ensure another member has been allocated to do so
* Organise volunteer rosters and maintain accurate volunteering records
* Liaise with the Treasurer to ensure that volunteers are reimbursed for their approved out-of-pocket expenses
* Identify and organise appropriate volunteer recognition
* Communicate with and submit regular reports to the club committee
* Commitment to good practice volunteer management as outlined in the National Standards for Volunteer Involvement
 |
|  | **Knowledge and skills required** | * Communicates effectively
* Good interpersonal skills
* Positive and enthusiastic
* Well organised
* Familiarity with the National Standards for Volunteer Involvement would be an advantage
 |
|  | **Work Health and Safety** | All volunteers are expected to adhere to the Click or tap here to enter club name Work Health & Safety policy and procedures.  |
|  | **Training and supervision provided** | The Volunteer Coordinator will report to Click or tap here to enter title and will be coached and supported by Volunteering Tasmania to develop skills and knowledge in volunteer management, based on the National Standards for Volunteer Involvement. |

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| **I have read and agree to the above position description.** |
| **Volunteer Name** |  |
| **Date** |  |

Communication Coordinator | Location

Position Description

Are you passionate about football? Are you a good storyteller? Click or tap here to enter club name is looking for a Communications Coordinator (volunteer role) to join the Club to support the development of a (digital) communications plan to positively promote the Club to the wider community.

|  | **Communication Coordinator** |
| --- | --- |
|  | **Location** | Location |
|  | **Responsible to** | Click or tap here to enter club name Club Committee |
|  | **Time commitment** | The estimated time commitment required as the Communication Coordinator for Click or tap here to enter club name is Click or tap here to enter text hours per week. The Communication Coordinator is appointed for a Click or tap here to enter length of term term. |
|  | **Statement of responsibility** | The Communication Coordinator is responsible for positively promoting Click or tap here to enter club name and overseeing the implementation of the club’s (digital) communications plan. |
|  | **Duties** | * Adhere to the mission, vision, and values of the club
* Work collaboratively with other office-bearing volunteers
* Monitor the human resource needs for the club both from a general running and a special events perspective
* Develop job descriptions for each volunteer role, revising as necessary
* Utilise volunteer job descriptions to attract, recruit and recommend volunteers for appointment to roles appropriate for them
* Organise the orientation, induction and training of volunteers
* Supervise volunteers or ensure another member has been allocated to do so
* Organise volunteer rosters and maintain accurate volunteering records
* Liaise with the Treasurer to ensure that volunteers are reimbursed for their approved out-of-pocket expenses
* Identify and organise appropriate volunteer recognition
* Communicate with and submit regular reports to the club committee
* Commitment to good practice volunteer management as outlined in the National Standards for Volunteer Involvement
 |
|  | Knowledge and skills required | * Communicates effectively
* Good interpersonal skills
* Positive and enthusiastic
* Well organised
* Familiarity with the National Standards for Volunteer Involvement would be an advantage
 |
|  | Work Health and Safety | All volunteers are expected to adhere to the Click or tap here to enter club name Work Health and Safety policy and procedures. |
|  | Training and supervision provided | The Volunteer Coordinator will report to Click or tap here to enter title and will be coached and supported by Volunteering Tasmania to develop skills and knowledge in volunteer management, based on the National Standards for Volunteer Involvement. |

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| **I have read and agree to the above position description.** |
| **Volunteer Name** |  |
| **Date** |  |

Canteen Coordinator | Location

Position Description

Do you enjoy interacting with a wide range of people and like working in a canteen environment? Click or tap here to enter club name is looking for a Canteen Coordinator (volunteer role) to join the Club and to be responsible for managing all aspects of running the canteen, including rostering and supervising of canteen support volunteers, training others, ordering supplies, and much more

|  | **Canteen Coordinator** |
| --- | --- |
|  | Location | Location |
|  | Responsible to | Click or tap here to enter club name Club Committee |
|  | Time commitment | The estimated time commitment required as the Canteen Coordinator of Click or tap here to enter club name is Click or tap here to enter approximate hours hours per week. The Canteen Coordinator is appointed for a Click or tap here to enter length of term term. |
|  | Statement of responsibility | The Canteen Coordinator will be responsible for managing all aspects of running the canteen, as per position duties listed below. |
|  | Duties | * Adhere to the mission, vision, and values of the club/association
* Organise the canteen roster and associated duties
* Direct and manage volunteers/paid staff
* Train others in how to conduct the duties associated with running the canteen during
* Order all supplies required for the canteen and ensure their timely delivery
* Arrange the cash float on days of operation
* Be responsible for the handling and transfer of all takings
* Liaise with the Treasurer regarding the payment of accounts
* Negotiate the price and quality of goods with a reputable supplier
* Ensure the canteen is clean, tidy and operational at all times, and all food hygienically prepared.
 |
|  | Knowledge and skills required | * Hold a current Food Handlers Certificate or be prepared to acquire one.
* Managerial skills
* Experience working in a similar environment
* Good communication and interpersonal skills
* Experience with money handling and budgeting
 |
|  | Work Health and Safety | All volunteers are expected to adhere to the Click or tap here to enter club name Work Health and Safety policy and procedures. |
|  | Training and supervision provided | The Canteen Coordinator will report to Click or tap here to enter title and will be offered Food Safety training if they don’t already have a qualification in this field. |

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| **I have read and agree to the above position description.** |
| **Volunteer Name** |  |
| **Date** |  |

Safety Officer – Juniors Drop-off and Pick-up | Location

Position Description

Do you have good interpersonal skills and enjoy looking after the safety of our youngest club members? Due to the COVID-19 safety measures during football training we are looking for a Safety Officer to oversee the drop-off and pick-up times in the busy car park, to keep the kids safe.

|  | **Safety Officer – Juniors Drop-off and Pick-up** |
| --- | --- |
|  | Location | Location |
|  | Responsible to | Click or tap here to enter club name Club Committee |
|  | Time commitment | The estimated time commitment required as the Safety Officer – Juniors Drop-off and Pick-up for Click or tap here to enter club name is Click or tap here to enter approximate hours hours per week. The Safety Officer is appointed for a Click or tap here to enter length of term term. |
|  | Statement of responsibility | The Safety Officer is responsible for overseeing the drop-off and pick-up process before and after Click or tap here to enter club name Juniors training and ensuring the Juniors are safe at all times. |
|  | Duties | * Adhere to the mission, vision, and values of the club
* Oversee the drop-off and pick-up time and ensure this happens as per COVID-19 social distancing measures
* Support the club committee in developing best practice safety processes for the drop-off and pick-up times in the car park
* Ensure these processes are always in place and adhered too
* Report any safety concerns, issues or near-misses to the club committee.
* Adhere to all Work Health & Safety policies and procedures
 |
|  | Knowledge and skills required | * Good interpersonal skills
* Good observational skills
* A strong sense of responsibility around safety
* Working with Vulnerable People Check is required
 |
|  | Work Health and Safety | All volunteers are expected to adhere to the Click or tap here to enter club name Work Health and Safety policy and procedures. |
|  | Training and supervision provided | The Safety Officer – Juniors Drop-off and Pick-up will report to Click or tap here to name title of supervisor and will be provided with training opportunities suitable to the scope of the volunteer role. |

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| **I have read and agree to the above position description.** |
| **Volunteer Name** |  |
| **Date** |  |