

# CLUB LIFE

Empower, Engage, Sustain

## Roles and Responsibilities Volunteer Coordinator

|                                      |  |
|--------------------------------------|--|
| <b>Role:</b>                         | To ensure that at the heart of the club are a group of people who are in the right place at the right time with the right skills to enable the club to achieve its goals   |
| <b>Approximate time commitment:</b>  | 2-3 nights per week  |
| <b>Useful skills and experience:</b> | <ul style="list-style-type: none"><li>▪ Friendly</li><li>▪ Reliable</li><li>▪ Good listener</li><li>▪ Excellent communicator</li><li>▪ Ability to delegate</li><li>▪ Basic computer and IT skills</li><li>▪ Approachable</li><li>▪ Motivator</li><li>▪ Leader</li></ul>  |
| <b>Support / Training</b>            | Support through the club and Hockey Wales  |
| <b>Tasks:</b>                        | <ul style="list-style-type: none"><li>▪ Identify all volunteer roles within the club</li><li>▪ To match existing volunteers to these</li><li>▪ Identify where there is a gap</li><li>▪ Be innovative in where to recruit volunteers (both inside and outside of the club)</li><li>▪ Welcome new volunteers</li><li>▪ Be the first point of contact for all volunteers</li><li>▪ Identify training to support new and existing volunteers</li><li>▪ Maintain volunteers enthusiasm and identify new opportunities</li><li>▪ Provide on-going support and recognition for all volunteers</li></ul> |



For more information, visit:

[www.hockeywales.org.uk/play/club-life](http://www.hockeywales.org.uk/play/club-life)



## Benefits of Volunteering

- To learn new and develop existing skills through hands on experience
- Personal & professional development and/or training
- The ability to explore different sorts of career or job opportunities in a voluntary capacity
- A chance to get out, have fun and meet some new people – enjoying the social life that hockey clubs generate
- Experiencing new challenges
- Supporting your local community – putting something back into your community, personal satisfaction knowing you have helped others



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