

## Volunteer Coordinator

### Roles & Responsibilities

<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 and Enthusiastic</li> <li>▪ Reliable</li> <li>▪ Fun</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>

### 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