



Mudgee Black Swans Australian Football Club Inc.

All correspondence: PO Box 1068 Mudgee NSW 2850

OR secretary@mudgeeblackswans.com

Volunteer Coordinator

Objective

- To coordinate all club volunteers to fill all positions required to ensure the club operations run smoothly at all times.

Responsibilities

- Attract and recruit new volunteers to the club
- Develop clear job descriptions for all required tasks
- Ensure the right person is found for each job
- Identify ways of training volunteers if required
- Identify methods of recognising volunteers
- Revise volunteer duties as needed
- Communicate and liaise with committee members on a regular basis

Relationships

- Liaises with Club Executive and General Committee
- Liaises with all club volunteers

Accountability

- Reports to the club Secretary

