



Retaining and Managing Volunteers

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www.harboursport.co.nz

Who are Volunteers?

Volunteer 1969	Volunteer 2010

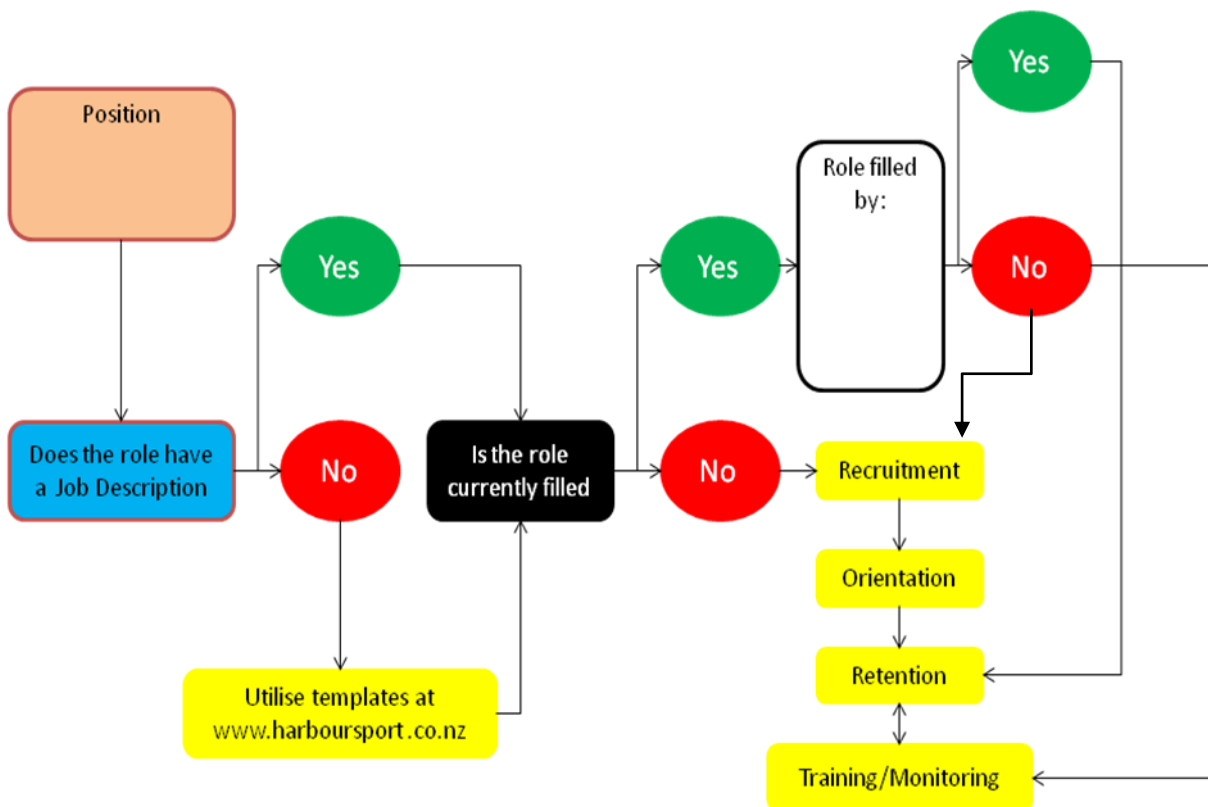
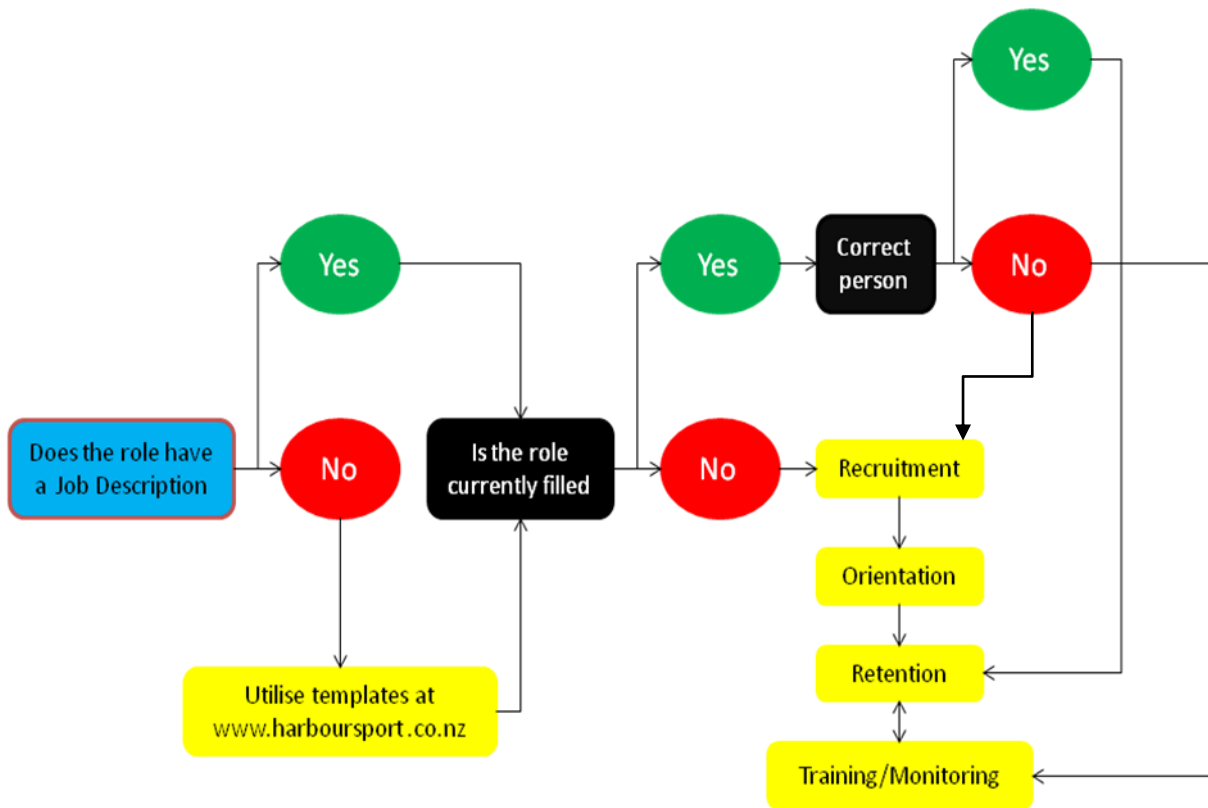
What are the Similarities and Differences?

Similarities	Differences

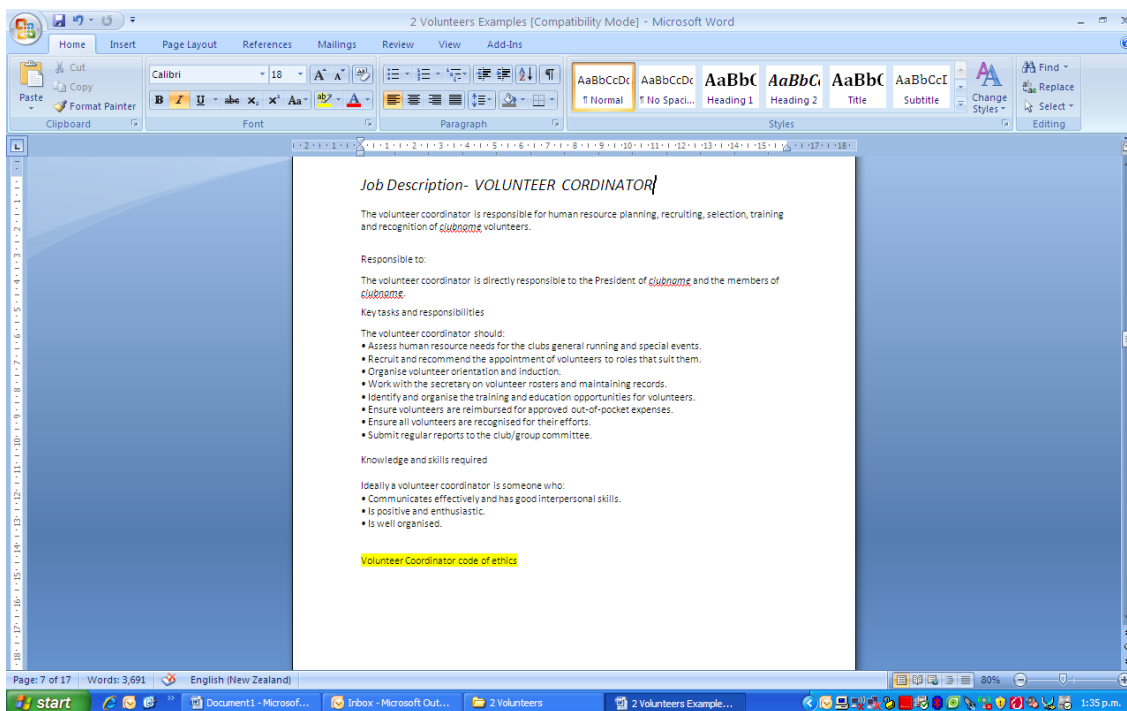
What are the key volunteer positions?

Positions currently in Club	Gaps within club

Work one role through the following diagram



Example of the templates on www.harbourport.co.nz



Job Description- VOLUNTEER CORDINATOR

The volunteer coordinator is responsible for human resource planning, recruiting, selection, training and recognition of *clubname* volunteers.

Responsible to:

The volunteer coordinator is directly responsible to the President of *clubname* and the members of *clubname*.

Key tasks and responsibilities

The volunteer coordinator should:

- Assess human resource needs for the clubs general running and special events.
- Recruit and recommend the appointment of volunteers to roles that suit them.
- Organise volunteer orientation and induction.
- Work with the secretary on volunteer rosters and maintaining records.
- Identify and organise the training and education opportunities for volunteers.
- Ensure volunteers are reimbursed for approved out-of-pocket expenses.
- Ensure all volunteers are recognised for their efforts.
- Submit regular reports to the club/group committee.

Knowledge and skills required

Ideally a volunteer coordinator is someone who:

- Communicates effectively and has good interpersonal skills.
- Is positive and enthusiastic.
- Is well organised.

Volunteer Coordinator code of ethics

Retention Strategies

Retention Strategies being utilised by group		

Three Strategies our club will implement		
Strategy	Who	When
1.		
2.		
3.		

Recruitment Strategies

Recruitment Strategies being utilised by group		

Three Strategies our club will implement		
Strategy	Who	When
1.		
2.		
3.		

Management of volunteers

Strategies being utilised by group		

Three Strategies our club will implement		
Strategy	Who	When
1.		
2.		
3.		

Notes

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