



Volunteer Coordinator Role Outline

Responsible to

Committee

Role purpose

To attract, support, and manage volunteers who assist with the club's activities. The Volunteer Coordinator plays a key role in creating a welcoming and rewarding experience for volunteers, helping them feel valued and confident in their roles.

Responsibilities

- Get to know all club volunteers and potential volunteers and act as their main point of contact
- Ensure volunteers understand their roles and responsibilities
- Supervise and support volunteers, including managing relevant paperwork and safeguarding requirements
- Coordinate the implementation of volunteer recruitment, training, and support plans
- Arrange mentoring for volunteers where appropriate
- Promote volunteering opportunities within the club and local community
- Collaborate with committee members to identify volunteer needs across club activities
- Report regularly to the committee on volunteer engagement
- Plan for handover or succession of the role
- Declare and manage any personal conflicts of interest

Key skills or qualifications

The key skills and qualifications listed are not essential requirements but are intended as a helpful guide to assess your suitability for the role, support and guidance will be provided. We work together as a team.

- Confident and good at communicating
- Friendly and approachable
- Organised and proactive
- Passionate about supporting others and building community

Essential resources

- [England Athletics Club Hub - Volunteer Coordinator](#)
- [Guidance and support | Sport England](#)

Key contacts

- [England Athletics Club Support Manager](#)