



GUNGAHLIN JETS

AUSTRALIAN FOOTBALL CLUB INC.

Est 1982



Volunteer Coordinator

The role of the Volunteer Coordinator is to manage & provide support to club volunteers for all activities within the club for which they require volunteers.

The Volunteer Coordinator is expected to be positive & enthusiastic, have good planning, organizational and interpersonal skills enabling them to communicate effectively with the club's Junior & Senior committees, its members & any other stakeholders.

Responsibilities

- Understand the club's overall volunteer needs
- Organise & manage volunteers as required weekly or for special events
NB – the club uses an online volunteer registration system, Sign Up Genius, to manage volunteers
- Communicates with team coordinators & Committees as required
- Provides the necessary information to volunteers to complete their task
- Ensures volunteers understand their responsibilities & are happy

Relationships

- Liaises with the Junior & Senior committees
- Liaises with all club members or volunteers & any other stakeholders

Accountability

- Reports to Junior & Senior Committees
- Reports to the Board