

## **Job description for Volunteer Co-ordinator**

### **Background to role**

Volunteer Co-ordinators should appreciate that volunteers provide their time and efforts for free and that they are not obliged to attend. They are not required to complete tasks and activities within set time limits.

Likewise, Poppleton Community Railway Nursery is not obliged to provide regular work, payment or other benefits for activities undertaken by the volunteer.

The role of the Volunteer Co-ordinator is therefore to foster mutual support and reliability between the volunteer and the organisation, so that both parties benefit from the volunteering experience.

### **Key Tasks**

1. To be jointly responsible with the management team for identifying and developing volunteer activities.
2. To be jointly responsible for the management and the welfare of the volunteers.
3. To assist in the recruitment and/or recommendation of volunteers and help them to identify a role that suits them.
4. To organise the orientation, induction and settling in of new volunteers.
5. To identify and organise any training required to carry out specific tasks.
6. To ensure all volunteers are recognised for their efforts.
7. To ensure that all volunteers are made aware of, and have access to, all of the organisations' relevant policies including those relating to volunteering, health and safety, protection of vulnerable adults and equal opportunities.
8. To be available to meet with volunteers to discuss their experiences or any concerns they may have.
9. To attend board meetings and sub-committees as required.

### **Knowledge and skills**

Ideally a Volunteer Co-ordinator is someone who:

1. Can communicate effectively and has good interpersonal skills
2. Is positive and enthusiastic
3. Is well organised.