



## Volunteer Co-ordinator Role Description

**Role:** To ensure that at the heart of the club are a group of people who are in the right place at the right time with the right skills to enable the club to achieve its goals.

**Approximate time commitment:** To be agreed with the club

**Useful skills:**

- Friendly
- Enthusiastic
- Reliable
- Fun
- Good listener
- Excellent communicator
- Ability to delegate
- Basic computer and IT skills
- Approachable
- Motivator
- Leader

**Support / Training Received:** Support from the ECB volunteer team and country cricket board.

### Tasks

- Identify all volunteer roles within the club
- To match existing volunteers to these
- Identify where there is a gap
- Be innovative in where to recruit volunteers (both inside and outside of the club)
- Welcome new volunteers
- Be the first point of contact for all volunteers
- Identify training to support new and existing volunteers
- Work with county board, ECB and others to provide training and where appropriate access to funding
- Maintain volunteers enthusiasm and identify new opportunities
- Provide ongoing support and recognition for all volunteers

### Benefits of volunteering:

- To learn new and develop existing skills through hands on experience
- Personal & professional development and/or training
- The ability to explore different sorts of career or job opportunities in a voluntary capacity
- A chance to get out, have fun and meet some new people – enjoying the traditional social life that cricket clubs generate.
- Experiencing new challenges ,
- Supporting your local community – putting something back into your community, personal satisfaction knowing you have helped others.
- A written/verbal reference
- A brilliant CV booster (73% of employers would employ a candidate with volunteer experience over one without)

If you would like further information or wish to apply for this opportunity please contact:

**Contact details of volunteer coordinator**