



## GLTC Volunteer Co-ordinator Role



### Volunteer Co-ordinator

Recruiting, supporting, developing and retaining volunteers is critical to the success of many tennis facilities. It is therefore sensible to ensure that a representative on the management committee takes on the role of volunteer co-ordinator. Having a designated person looking after volunteer management and support can bring enormous benefits to Gorleston lawn Tennis Club.

It is essential that Gorleston lawn Tennis Club fully supports and endorses the work of the volunteer co-ordinator. The volunteer co-ordinator will also receive on-going support from the LTA through the provision of continually updated resources and support from you county office.

### What makes a good Volunteer Co-ordinator?

- Confident and effective communicator with the ability to organise self and others effectively
- Desire and motivation to promote volunteering opportunities to the wider community
- Good administration skills and well organised
- Prepared and able to make a regular time commitment
- Approachable and a good listener, tactful, discrete and able to delegate

### Roles and Responsibilities

- Recruit, recognise, reward and retain volunteers
- Supervise and oversee all volunteers, ensuring opportunities for feedback and training are provided
- Act as the main contact for all volunteers – e.g., from new recruits to long serving volunteers
- Liaise with the Chairperson to ensure that all tasks required to run the facility efficiently are carried out
- Ensure that each task has been assigned to a volunteer
- Ensure that each volunteer understands their job and their role within the organisation
- Ensure that all jobs have a job description (consult volunteers and executive management committee)
- Co-ordinate the implementation of the volunteer recruitment plan
- Annually monitor and evaluate the plan for effectiveness, and report back to the management committee

### Estimated Time Commitment

10 management committee meetings per annum, 1 AGM, County AGM, other meetings as required  
1 – 2 hour per week throughout the year

### Key Relationships

Coach, Management committee, Membership, Local LTA office

**This job description was approved by the Committee on 17/10/11**

