

# MARCOOLA SURF LIFE SAVING CLUB

## POSITION DESCRIPTION

**Position Title:** Volunteer Coordinator Reporting

**To:** Director of Lifesaving Operations

**This is a voluntary position and carries no salary or designated hours**

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### **Purpose of the Position**

The Volunteer Coordinator coordinates the raising of funds and coordination of social events on behalf of the Marcoola Surf Life Saving Club members.

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### **Pre-requisites**

To nominate for the position of Volunteer Coordinator you must:

- Be a current financial member of the Club and a Club member for a minimum of three (3) years;
- Be eligible to hold a clearance for working with children in accordance with the *Working with Children (Risk Management and Screening) Act 2000*.
- Not have any negative judicial findings recorded against you in the surf lifesaving movement;
- Have a complete understanding of the Codes of Conduct;
- Assist in ensuring the Marcoola Surf Life Saving Club is working towards the mission and vision of the Strategic Plan and implementing the Operational Plan in accordance with the Club's Constitution; By-Laws; and Policies and Procedures Manual;
- Have a strong commitment to the ideals of Surf Lifesaving; and
- Have a high standard of oral communication, interpersonal skills and effective volunteer management skills.

### **Objectives of the Volunteer Coordinator**

- Ensure all club events have a coordinated response by harnessing all members of the club to assist with the event;
- Encourage all Club Members to become involved with events ensuring the best outcome; and
- Identify Club Members who may have specialist skills to assist with various events.

## Responsibilities and Duties

- Be responsible for the coordination of all volunteers for events held by the Club;
- Lead and coordinate the Fundraising Committee to identify the needs of the committee for events being conducted;
- Encourage Club Members to become involved in events; and
- Provide monthly reports to the Finance Committee on the required format.

## Skills and Experience

- Good verbal and written expression;
- Minimum three (3) years general life saving involvement; and
- Experience working in a volunteer organisation, preferably with surf lifesaving

## Personal qualities

- Ability to work with others;
- Ability to prioritise tasks and handle multiple job workloads;
- Attention to detail; and
- Ability to adapt to a changing environment.

## Relationships

With	Purpose
1. Club President	Provide Strategic input to all functional areas of the club
2. Junior Activities Chairperson	
3. Club Captain	
4. Team Manager	
5. General Manager	
6. Club Administrator	
7. Club Secretary	
8. Treasurer	

## Re-election Period

Annually at the AGM