

St Denys Community Centre Volunteer Role Description

Volunteer Role	Volunteer Coordinator
Number of volunteers needed	1
Managed by	SDACA Chairman
Hours per week: 3 hours	Hours per month: Committee meeting once a month on a Wednesday
When is the role required: A few hours on one day during the week and 1 committee meeting a month on a Wednesday	
What does the role involve? <ul style="list-style-type: none"> • assess the human resource needs for the centre for general running, activities and special events • recruit and recommend the appointment of volunteers to roles that suit them • organise the orientation and the induction of volunteers • work with the Secretary organising volunteer rosters and maintaining records • identify and organise the training and education opportunities for volunteers • ensure all volunteers are recognised for their efforts 	
Skills required: Ideally a Volunteer Coordinator is someone who: <ul style="list-style-type: none"> • can communicate effectively and has good interpersonal skills • is positive and enthusiastic • is well organised 	
Is a CRB required: Yes	