

**Terms of Reference: Athletics Club Volunteer Coordinator**

**Athletics Club Name:** Attleborough Athletics
**Role Title:** Athletics Volunteer Coordinator
**Reporting To:** Head Coach
**Date of Issue:** [Insert Date]
**Review Date:** [Insert Date]

**Purpose of the Role**

To recruit, manage, support, and retain volunteers who contribute to the successful operation and development of the athletics club. The Volunteer Coordinator ensures that volunteers are engaged, well-informed, and appreciated. The volunteer coordinator ensures the club has sufficient officials for regional event.

**Key Responsibilities**

1. **Recruitment & Onboarding**
* Identify volunteer needs across club activities and events.
* Promote volunteer opportunities through appropriate channels.
* Coordinate onboarding and induction processes for new volunteers.
* Ensure the clubs officials are trained and available for events.
1. **Management & Support**
* Maintain an up-to-date volunteer database.
* Maintain an up-to-date officials database.
* Assign roles and responsibilities based on skills and interests.
* Ensure volunteers are adequately trained and briefed for their roles.
* Act as the main point of contact for volunteer-related queries.
1. **Retention & Recognition**
* Foster a positive and inclusive volunteer culture.
* Organize recognition initiatives (e.g., thank-you events, awards).
* Conduct feedback sessions and implement improvements.
1. **Compliance & Safeguarding**
* Ensure volunteers/officials comply with club policies, safeguarding procedures, and health & safety regulations.
* Maintain confidentiality and data protection standards.
1. **Collaboration**
* Work closely with the Club Committee, Coaches, and Event Organisers.
* Attend relevant meetings and contribute to strategic planning around volunteer engagement.

**6. Reporting Line**

Reports to: Club Chairperson and Committee.

**7. Time Commitment**

* Estimated: 2–4 hours per week (flexible depending on season and events).
* Attendance at key club events and committee meetings is essential.

**8. Term of Appointment**

* One-year term, renewable annually by mutual agreement.

**9. Skills & Attributes**

* Strong interpersonal and communication skills.
* Organised and proactive.
* Passion for athletics and community engagement.
* Experience in volunteer management (desirable but not essential).

**10. Resources Provided**

* Access to club communication tools and volunteer database.
* Support from committee members and event leads.
* Training opportunities as needed.

**11. Term Length**

* Appointed annually, with the option for renewal based on performance and club needs.

[ ]  I agree to fulfil the duties of the Volunteers Coordinator to the best of my ability and agree with the club’s constitution and code of conduct.

Name…………………………………………………………………

Signature…………………………………………………………….

Date…………………………………………………………………..

Head Coach Signature…………………………………………….

Date………………………………………………………………….