**Volunteer Role Description**



**Volunteer Co-Ordinator**

**Volunteer Co-Ordinator Main role:**

* Recruit volunteers into the Judo club
* Retain volunteers within the Judo club by providing support
* Reward volunteers within the Judo club

**Tasks involved:**

* Assess the needs of the volunteer and match their skills and needs with a role within the judo club
* Monitor and evaluate the volunteers within the club
* Ensure the volunteer is safe in their role, perform risk assessments.
* Ensure the volunteering policy and procedures within the club are up to date
* Generate appropriate volunteering opportunities and role descriptions based on the club
* Ensure there is appropriate support and training for the volunteers taken into your club
* Promote volunteering through your club internally and externally through publicity
* Interview and recruit volunteers and ensure they have the right skills for the role
* Celebrate volunteering by providing awards, and organize celebration events
* Attend club committees to update on volunteering
* Manage club volunteer budget, eg: out of pocket expenses
* Keep up to date with legislation and policy related to volunteering and make any necessary modifications to accommodate changes

**Time and location:**

The club runs weekly on (Insert)……….… from (Insert) until (Insert) at ..(Insert)

**Support and training:**

* The Volunteer Co-Ordinator will receive support from the club. Northern Ireland Judo Federation Volunteer Co-ordinator will be available regularly to provide support to all volunteers. This can be on a formal or informal basis as required.
* A variety of training courses will be on offer throughout the year. Some of the courses will be mandatory for all volunteers to attend, such as;

1. Volunteer Induction
2. Inclusive Training
3. Safeguarding Training - Children & Vulnerable adults

* Other courses will be available dependent on the volunteer’s stage of development and requirements for their role.



**Expenses and equipment:**

* This is a voluntary post and therefore no payment will be received, on occasion mileage may be provided if volunteer is asked to travel further afield.
* The Volunteer Co-Ordinator can advise volunteers on the types of expenses that may be covered.

**Vetting:**

* Depending on the frequency of this Volunteer Role as Volunteer Co-Ordinator you may be subjected to a Disclosure and Barring Service (DBS) check as you may be in a regulated position. Information will be provided to you if this is the case.