



2.1.7. Volunteer Co-Ordinator

ABOUT THE ROLE

The Holland Park Hawks Football Club is committed to developing a community spirit where all members are passionate about the club, believe they have a role to play and are inspired to invest some of their time and energy on the club. The Volunteer Coordinator reports to the Executive Committee.

The main responsibilities include:

- Propose new ideas as to how the club can engage with it's membership – both adults and youth players.
- Work with the Office Manager to maintain records for communicating with the membership.
- Work with the Technical Director as to engagement with senior and youth players.
- Create and maintain a volunteer system to accurately record volunteer hours.
- Work with the Social and Events Co-Ordinator to ensure events and functions are organised and staffed appropriately.
- Work with the Canteen Manager to organise event food and drink as needed for volunteers at work.
- Work with the Treasurer to agree on a budget for a volunteer thank you event and/or monthly 'Volunteer of the Month' awards.
- Be the club's main communication point for all volunteers.