



## **Volunteer Coordinator - position description**

### **Volunteer Coordinator Responsibilities Include:**

- Sourcing and recruiting volunteers through various techniques
- Collecting information on availabilities and skills
- Arranging for appropriate training when needed

### **Job brief**

We are looking for a competent **Volunteer Coordinator** to recruit and manage volunteers. You will be responsible for allocating responsibilities and retaining the best people.

You should know how to distinguish talent and do everything possible to motivate and inspire. You must possess excellent organizational skills and ability to communicate with people from diverse backgrounds and experience.

The goal is to ensure that our organization is always staffed with the best and most reliable individuals, and that they are correctly utilized for the fulfilment of our mission.

### **Responsibilities:**

- Source and recruit volunteers through various techniques (databases, e-mail, social media etc.)
- Collect information on availabilities and skills
- Arrange for appropriate training when needed
- Produce schedules for everyday activities
- Assign responsibilities to the right people for special events
- Coordinate teams of volunteers for large-scale actions
- Communicate frequently with volunteers to ensure they are satisfied and well-placed
- Disseminate information for upcoming actions and events
- Keep detailed records of volunteers' information and assignments
- Ensure the purpose of the organization and its actions is clearly communicated

**Desirable assets:**

- Proven experience in a similar position
- Passion and understanding of Motorsports
- Experience in volunteering locally and/or internationally
- Experience in recruiting through various channels
- Working knowledge of databases and MS Office (especially Excel)
- Mental Health First Aid qualification or equivalent
- Able to communicate effectively with diverse people
- Excellent organizational and team coordination abilities
- A pleasant, outgoing personality

**Time Period**

This position requires a minimum 9-month commitment for 1-2 days per week during regular office hours (Monday to Friday from 9:00 am to 5:00 pm), for an average of 6 -10 hours per week. Opportunity for onsite event volunteer activities is possible.

**Benefits and recognition**

This position may provide valuable experience for anyone requiring volunteer management experience, ie students; individuals with an interest in gaining experience in the not-for-profit sector; and anyone with a passion for motorsports and/or military. Volunteers are highly valued members of the Operation Motorsport team and contribute to making a significant difference in Operation Motorsport's ability to serve our wounded, ill and injured service members and disabled veterans in their road to recovery.