



## VOLUNTEER COORDINATOR

(Voting Board Position)

*This person is voted on by active board members.*

**Major Role:** The Volunteer Coordinator is responsible for recruiting, training, scheduling, managing, and evaluating all volunteers for the BBC. As a member of the BBC, this role is a representative of the BBC, always working in the club's best interests. You will attend board scheduled meetings to provide status, input and direction to the board related to the areas of responsibility as defined within this description.

**Responsibilities:**

- Finding volunteers through community outreach and word of mouth
- Ensuring volunteers are prepared for their role(s) through communication, training and facilitation
- Manage overall volunteer list, scheduling and maintaining proper volunteer involvement for each BBC facilitated event
- Assign roles to volunteers, and supervise before, during and after BBC events
- Periodically evaluate volunteers for effective assistance at BBC events
- Providing constructive feedback to volunteers when necessary
- Help recruit new board members for vacant board positions
- Assist with other roles and activities as required

**Key Competencies:**

- Strong communication skills used for leading teams, giving instructions and explaining tasks
- Inspire, guide and empower teams through strong leadership and sense of purpose
- Ability to train new volunteers with clear and concise direction
- Interpersonal skills, ability to interact with many people
- Strong ability to develop and foster relationships
- Good organization and facilitation skills
- Good written and verbal communication skills
- Positive attitude
- Problem solving and analytical skills
- Self-motivating and takes initiative

**Time Needed for Position:** This is a 12-month position and re-appoints on an annual basis. This position requires approximately 4+ hours weekly, also attending BBC events and meetings. Requirements may increase or decrease depending on the time of year.