



**DONVALE
NETBALL CLUB**

POSITION DESCRIPTION

Donvale Netball Club Inc. exists to improve people's lives through the sport of Netball

Position Title:	Volunteers Coordinator		
Reports to:	Executive and General Committee	Direct Reports:	N/A
Employment Status:	Volunteer		
Time Commitment	Several hours per month		
Donvale Netball Club Inc.	<p>Donvale Netball Club Inc. is a not for profit, member-based organization governed by a volunteer Committee of Management, and is affiliated with Doncaster & District Netball Association and Netball Victoria.</p> <p>Donvale Netball Club Inc. exists to improve people's lives through the sport of netball. Our values of fun, fitness, friendship and community provide opportunity for all players, umpires, coaches, managers, their families and supporters to come together and enjoy being part of our netball family.</p> <p>Donvale Netball Club Inc. management roles include Membership Registrar, Uniforms, Coach Co-ordinator, Equipment Co-ordinator, First Aid Co-ordinator, Social Media Managers, Umpires Advisor, DDNA Liaison, Grants Manager, Revenue Officer, Marketing Officer, Website Manager, Programmes Development Manager, Events Manager, Communications Co-ordinator and Member Protection Information Officer, led by the Executive Committee comprising President, Vice-President, Secretary and Treasurer.</p>		
Commitment to Child Safety	<p>Donvale Netball Club Inc. is committed to providing Children and Young People with positive and nurturing experiences for healthy development and wellbeing. As part of that dedication to health and wellbeing, Donvale Netball Club Inc. is committed to ensuring the safety of all of its members, particularly Children and Young People. The Netball Victoria Child Protection Commitment Statement is crucial to NV and its Affiliates', including Donvale Netball Club Inc., commitment to providing a safe environment for children in netball and consists of principles and benchmarks Netball Victoria has in place.</p>		

Primary Purpose of Position

- Effectively recruit and coordinate a robust group of volunteers to ensure the smooth and efficient running of the Club

Key Responsibilities

- Assess volunteer needs, including but not limited to coaching, umpiring, team management, needed for general competition and special events
- Develop, promote and drive volunteer management program
- Identify the needs and roles for each program/service
- Develop position descriptions for each volunteer role
- Coordinate the recruitment of volunteers through suitable avenues
- Recruit and recommend the appointment of volunteers to suitable roles

- Provide induction and orientation for new volunteers
- Work with the Secretary and President to prepare and monitor for volunteer retention/rosters
- Work with the treasurer to ensure all out of pocket expenses are reimbursed to the volunteers
- Communicate regularly with volunteers
- Collect and manage feedback from all parties involved in volunteer activities, including but not limited to exit interviews
- Develop ways to recognise and reward volunteers
- Assess the human resource needs for the organisation for general running and special events
- Identify and organise the training and education opportunities for volunteers
- Submit regular reports to the organisation and attend meetings as required
- Liaise with volunteers and the Member Protection Information Officer to ensure all volunteers have a Working With Children Check.

Knowledge, Skills & Abilities

- Commitment to the success of the Club, its membership and the sport of netball.
- Experience in recruiting, managing and supporting groups of people.
- Ability to build relationships and work with volunteers, committee members and club members.
- Strong oral and written communication skills.
- Ability to give presentations to larger groups with regards to induction and orientation.
- Ability to work independently and as a team
- Leadership skills
- Ability to adhere to information and maintain best practice according to the National Standards for Volunteer Involvement.
- Ability to act on direction of the Executive Committee
- Enthusiastic and positive attitude
- Well organised and able to work in a logical orderly manner
- Ethical, honest and trustworthy
- Sympathetic and empathetic
- Familiarity with Netball Australia, Netball Victoria, Club and affiliated association/s Member Protection, Child Safety and Behaviour Codes, Procedures and Policies.

Other Requirements

- Induction Training
- Working with Children Check