



Volunteer Coordinator

Start Date	End Date
DD MM YYYY	DD MM YYYY

Who

- ★ Organized
- ★ Good communicator
- ★ Works well with people
- ★ Believes in our mission

Why

Volunteers are essential to the success of ABC Curling Club. As a community recreational facility, we provide a space where individuals and groups of all ages can engage in physical and social activity during the long winter months.

The Volunteer Coordinator plays a key role in recruiting and retaining volunteers, whose contributions of time and energy help keep the sport affordable and accessible to a larger number of participants.

What

- Review and update job descriptions for all volunteer positions, and write job descriptions for new volunteer roles.
- Fill vacant volunteer positions.
- Provide a monthly report to the Board of Directors.
- Coordinate volunteer training.
- Invest in volunteer growth and development.
- Serve as the main point of contact for volunteers.
- Thank volunteers and acknowledge their work.

Time Commitment

Estimated at an average of two hours per week.

Definition of Success

Volunteer positions are filled. Volunteers are happy, thriving, and eager to contribute even more.