



Bath City FC Volunteer Club Position Volunteer Officer: Role and Responsibilities

Created: December 2017

Volunteer Officer	
Key Tasks	<ul style="list-style-type: none"> ■ Act as the first point of contact for those looking to support the club through volunteering ■ Promote volunteering opportunities and proactively recruit new volunteers ■ Liaise regularly with the club's working group coordinators to identify needs and match volunteers with the right opportunities ■ Maintain a centralised database of volunteers, including skills and expertise where possible ■ Keep in regular contact with existing and prospective volunteers to ensure they are satisfied with volunteering arrangements ■ (NB - The VPO is not responsible for coordinating the actual work of volunteers on a day-to-day basis)
Qualities required	<ul style="list-style-type: none"> ■ Proactive ■ Good listener ■ Enjoys working with a diverse range of people ■ Emotional intelligence / ability to see "big picture" ■ Strength of character to represent interests of volunteers ■ Commitment to support all motions and initiatives undertaken by the club board

Skills required	<ul style="list-style-type: none">■ Communication skills, especially listening■ Well organised and conscientious■ Be able to react to opportunities and make decisions■ Basic administrative skills■ Have tact and discretion■ Be able to maintain confidentiality■ Experience of volunteer management or volunteering preferable■ Experience of partnership building preferable
Responsible to	<ul style="list-style-type: none">■ The club board