

**Volunteer Manager**

Role Description:

To coordinate the recruitment and completion of all accreditation for all adult member volunteers.

Commitment:

Approximately two hours per month.

Responsibilities:

* Ensure that there is an adequate recruitment policy and process for the club
* Recruiting new volunteers
* Provide volunteers with a brief of their role
* Ensure there is a training program for volunteers
* Produce and maintain up to date records of all volunteers and their accreditation status
* Advise volunteers when any accreditation is due for renewal