



Bruce Trail Club Volunteer Position Description

Volunteer Coordinator

The Volunteer Coordinator promotes and coordinates the use of volunteers throughout the Club, and to facilitate the recruiting, training and recognition of all volunteers in the Club.

Essential Elements:

- Read Volunteer Orientation Manual.
- Liaise with the BTC Director of Volunteer Programs
- Ensure that all volunteers are provided with the Volunteer Orientation Booklet and a copy of their position description.
- Recruit new volunteers for the various vacancies in the Club
- Contact all new volunteers and place them appropriately
- Conduct regular volunteer recognition events in conjunction with other Club Directors
- Encourage other Club Directors to appreciate and support their volunteers
- Attend and contribute to meetings as necessary and appropriate.
- Responsible for maintaining the Volunteer Management Manual.
- Responsible for maintaining a Volunteer Database, either on paper or in a database and providing regular updates to the BTC Director of Volunteer Programs.

It is helpful to have:

- Desire to work with people
- Good communication skills
- Some computer skills would be an asset
- Willingness to work with the BTC Director of Volunteer Programs