



# Fort Saskatchewan Soccer

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## Duties of the Volunteer Coordinator

The primary responsibility of the Volunteer Coordinator is to recruit volunteers as needed by Fort Saskatchewan Soccer for the continued success of our programs.

The duties of the volunteer coordinator include the following:

- Recruit qualified individuals for volunteer tasks determined by Executive Committee Members and Sport Coordinator.
- Act in accordance with our volunteer commitment deposit policy.
- Work with Executive Committee Members and Sport Coordinator to identify new volunteer opportunities.
- Track volunteer hours and provide Sport coordinator information so sport coordinator can maintain volunteer database.
- Develop job descriptions for volunteer tasks.
- Screen, direct and train volunteers as required for specific tasks.
- Act as a central contact for volunteers.
- Acknowledge and thank volunteers.
- Other volunteer related tasks as required.

The Volunteer Coordinator position is a voting Executive Committee position which is elected in even-numbered years for a two year term.