

FERNTREE GULLY FOOTBALL CLUB

VOLUNTEER CO-ORDINATOR ROLE / POSITION DESCRIPTION (29 April 2013)

PURPOSE:

To develop a new position at the *Ferntree Gully Football Club* titled: %olunteer Coordinator+

BACKGROUND:

The *Ferntree Gully Football Club* was established in 1892, and has been playing out of its current site (Wally H Tew Reserve formerly known as Ferntree Gully Reserve) for over 100 years. It has a long and proud history, providing a %Safe social and sporting environment for the local community.+

It is located within the City of Knox Municipality, and is an affiliated member of the Eastern Football League (EFL) - fielding three teams in the EFL . First Eighteen; Second Eighteen; and Under 19~~q~~.

The *Ferntree Gully Eagles Junior Football Club* is its affiliated Junior Pathway Club with over 17 teams including one female and one AllAbilities Football team. It has strong partnerships with the *Ferntree Gully Cricket Club* and the *Ferntree Gully Junior Cricket Club*. The membership base is extremely high when you consider player and family numbers across all four of these sporting Clubs.

The Club's current strategic direction and motto is to be: ***Proud, Passionate, Inclusive, United***

AIM OF ROLE:

The aim of the Volunteer Coordinator is to:

- Establish and embed an important new role at the Club
- Consider ways to recruit volunteers for the *Ferntree Gully Football Club* and for the *Ferntree Gully Eagles Junior Football Club*
- Prioritise involvement of local AllAbilities agencies and their clients into the Club
- Provide specialist input to the strategic direction of the Club.

RESPONSIBILITY:

Responsible to the Club President, the role of the Volunteer Coordinator is to recruit, support and recognize volunteers throughout the *Ferntree Gully Football Club*.

DESIRABLE ATTRIBUTES:

The Volunteer Coordinator should have the following attributes:

- enthusiasm about being a volunteer and who could sell involvement to others
- develop good relationships
- possess good communication skills
- have a flexible approach to how the volunteer structure could be accommodated to meet the needs of potential volunteers
- ability to be actively involved at the club
- dependable, reliable and patient
- committed to supporting people of all abilities to access sport and recreation opportunities
- committed to encouraging others'personal independence and potential
- interest in Football, sport and recreation
- willingness to work as part of a team.

SPECIFIC DUTIES INCLUDE BUT NOT LIMITED TO:

- Detail a list of the volunteer requirements for the club in conjunction with the Committee
- Work with the Committee or selected subcommittee to develop or review Volunteer Support resources e.g. Volunteer Handbook, role descriptions
- Actively recruit volunteers
- Oversee that the necessary volunteer screening is undertaken
- Induct and support new volunteers by organising relevant people to support newcomers into their roles
- Act as the go to person for volunteers should they have a concern or problem
- Actively recognize volunteers generally and individually through club communication
- Attend Committee meeting when requested or as required
- Specific attention be paid to obtaining volunteers for the integration of our AllAbilities Team; but also more broadly in obtaining volunteers across the *Ferntree Gully Football Club* community (ie: Junior and Senior Football Clubs)
- Act as a topic expert

LOCATION OF POSITION AND ORGNISATION NAME:

The position is located at Wally Tew Reserve in Ferntree Gully - *Ferntree Gully Football Club*.

START DATE & HOURS:

As soon as possible.

Hours and days required per week is as available - approximately 2 to 4 hours per week.

BENEFITS TO THE VOLUNTEER:

- A sense of satisfaction that you have taken an active role in promoting inclusion of people with disabilities in Football in particular and in their broader community
- Skill, knowledge and experience development
- Increased opportunity to meet others, building friendships and engaging in local community
- A sense of belonging to a team
- Having fun whilst contributing to your community
- Providing an opportunity for you to pass on your skills, knowledge and experiences to others.

TRAINING AND OTHER REQUIREMENTS OF THE ROLE:

- Club Induction training
- Attend Volunteer Support Nights and Ongoing training as required
- Undertake Working with Children Check
- Undergo referee checks

DECISION:

This position description was accepted with ~~no~~ objections at the General Committee Meeting held in April 2013. This position description will be reviewed after the first twelve months (ie: November / December 2013).

**Ferntree Gully Football Club
Executive and General Committee
April 2013**