



STOCKTON R.F.C

our town our club



Stockton Rugby Football Club

The Grangefield Ground
52a Oxbridge Avenue
Stockton-on-Tees TS18 4JF
www.stocktonrugby.co.uk

Process Mapping Document Club Volunteer Coordinator April 2014

The Stockton RFC Club Volunteer Coordinator will take on responsibility for the following:

- Help recruit new volunteers to the Club
- Provide support to new volunteers, helping to make them feel welcome and to settle into their new role
- Get to know the volunteers so that their skills and abilities can be used in a role they will enjoy
- Provide feedback so that volunteers know how they are doing and what needs to be done
- Ensure that volunteers are not feeling overstretched and that they are supported during very busy periods
- Make sure that volunteers are still enjoying the work they are doing, changing their role if necessary so that they can develop new skills
- Say thank you to volunteers by using a variety of different methods.
- Help to put a volunteer plan together to support the Whole Club Development Plan or RFU Accreditation programme
- Raise the profile of volunteering within your club
- Act as the main contact for everything to do with volunteers
- Sit on the committee and act as the representative for volunteers so that their thoughts and views are taken into consideration
- Complete and keep all the necessary paperwork regarding volunteers in order
- Make links with local volunteer agencies and programmes, such as local volunteer centers, local authority sports development teams, local schools, 6th form colleges and universities

Nb) The CVC does not have to take on total responsibility for recruiting all of the new volunteers that the club needs, this should be a shared role within the club



