



# Paris Soccer Club

## Volunteer Coordinator

### **Role**

Assist Paris Soccer Club with developing a full volunteer management program.

### **Help the association to**

Recruit, train, orientate, organize, recognize and retain volunteers to support the work of PSC club.

### **Time commitment**

- One to two year term
- On average, 10-20 hours per month

### **Responsibilities**

- Post volunteer positions on various volunteer recruitment websites.
- Interview potential volunteers to discuss the various volunteer positions.
- Complete screening of volunteers.
- Create volunteer handbook and manuals to help new volunteers with orientation and training.
- Participate in coaches clinics and other new volunteer clinics.
- Review volunteers with their teams or in their role to ensure they are doing their role properly and provide feedback and volunteer coaching.
- Meet with Board Executive members and volunteers to discuss their projects and to offer guidance and support their efforts in the way of volunteer people power.
- Recognize volunteers for all of their support over the year with a variety of recognition practices.
- Retain volunteers by ensuring that they are enjoying their work or help them with discovering alternate volunteer roles that better suit their interests, skills and experiences.
- Track volunteer hours and maintain files for volunteers.

### **You are**

- *interested in the sport of community soccer*
- *willing to share your knowledge and experience with president and new executive members*
- *committed to the confidentiality of all Paris Soccer Club records and business*
- *genuine interest in participating and supporting community volunteer events*
- *involved in the communities of Brant county*

### Requirements & qualifications

- Volunteer management experience
- Interpersonal skills
- Board of Directors or Executive experience

### Benefits

- Gain valuable experience
- Support a volunteer led sports organization
- Meet new friends and increase your social circle
- Promote soccer throughout Brant County

### Key contacts

- Paris Soccer Club Vice President
- Paris Soccer Club President
- Paris Soccer Club Executive
- Paris Soccer Club Events Coordinator

### Training / Orientation

- Paris Soccer Club Volunteer Handbook provided
- Paris Soccer Club Constitution
- Paris Soccer Club Policies/Procedures Manual
- PSC access to Executive members section of website

### Agreement

"We have discussed this volunteer position description and I make a commitment to carrying out these responsibilities to the best of my ability for \_\_\_\_\_. (Length of time)

I am accountable to \_\_\_\_\_ for my work within this position.

\_\_\_\_\_  
Volunteer signature

\_\_\_\_\_  
Date

"In turn, the club commits to supporting

\_\_\_\_\_ in his/her volunteer work.

\_\_\_\_\_  
Coordinator of Volunteers

\_\_\_\_\_  
Date

### Intake checklist

- volunteer information form updated*
- position description reviewed and signed*
  - copy to file*
  - copy to volunteer*
- volunteer information added to Paris Soccer Club volunteer contact list*

### Follow-up

- at one year*  
*Date: \_\_\_\_\_*

***To apply to any Paris Soccer Club volunteer position, please contact:***

Paris Soccer Club's –  
Volunteer Coordinator:

[admin@parissoccer.ca](mailto:admin@parissoccer.ca)

Visit us at:

[www.parissoccer.ca](http://www.parissoccer.ca)