

Volunteer Coordinator's Roles and Responsibilities (Officer Position)

The Volunteer Coordinator is responsible for all volunteers needed throughout the year to ensure activities related to facilities and equipment, trials, training, and other special events undertaken by the club can be carried out successfully.

Responsibilities:

- * Coordinates with the Directors as well as any member facilitating events to obtain volunteer requirements needed to ensure a successful event.
- * sets up a volunteers committee for each years events
- * ensures a delegate from the volunteer committee is available onsite before, during, and after a club event to direct volunteers and help in recording volunteer hours
- * sets up a painting committee responsible for the annual painting of equipment to be performed as directed by the Facilities Director
- * prepares and maintains job descriptions for all volunteer positions for any event that Paws 4 Fun endorses
- * ensures the volunteer job descriptions are available prior to the event
- * solicits volunteers through an approved communication method (either email, web page, social media, etc.) for each event