

## NSWISA Position Description- Volunteers Convenor

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The role of the Volunteer Convenor is to be responsible the recruitment, support and recognition of volunteers throughout the Association.

### **Desirable Attributes:**

The Volunteer Convenor should:

- be a person who is enthusiastic about being a volunteer who could sell involvement to others
- be a person who can develop good relationships
- have a flexible approach to how the volunteer structure could be to accommodate the needs of potential volunteers
- be someone who is around the Clubs
- be a regular email user for ease of communication

### **Specific duties include but are not limited to:**

- **Volunteer requirements**
  - Detailed list of volunteer requirements for the Association
  - Work with the Council to develop or review volunteer support including role descriptions
  - Actively recruit volunteers
  - Oversee that the necessary volunteer screening is undertaken
  - Induct new volunteers or arrange for others to do so
  - Support new volunteer induction by organising relevant people to newcomers into their roles,
  - Actively recognise volunteers generally and individually through Association communications
  - Act as the 'go to ' person for volunteers should they have a concern or problem