



NSWISA Job Description – Volunteers

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