



Hibiscus Coast AFC – Volunteer Coordinator

Volunteer Coordinator – Job Description

The Volunteer Coordinator builds and maintains a strong, motivated volunteer base to support the club's operations. This role ensures volunteers feel valued, supported, and connected to the club's culture of community service.

Key Responsibilities

- Identify volunteer needs across all club operations.
- Recruit and onboard volunteers.
- Ensure police vetting and role clarity.
- Recognize and retain volunteers through engagement and support.

Skills and Experience

- Excellent communication and people skills.
- Organised and reliable.
- Experience managing volunteers or community groups.
- Positive, empathetic, and community-oriented mindset.

Reporting Line

Reports to: Club Chairperson

Works with: Committee Members, Coach Coordinator, Girls and Women's Coordinator

Time Commitment

Approx. 3–5 hours per week (variable).

Performance Indicators

- Number of active and returning volunteers.

- Volunteer satisfaction and retention rates.
- Positive impact on club operations and events.

