



The Role of the Volunteer Co-ordinator

What is a volunteer co-ordinator?

A volunteer co-ordinator acts as a focal point for volunteers and volunteering, either within the organisation as a whole or locally for a group, branch, show or event. Specific roles and responsibilities will probably vary from discipline to discipline but could include:

- Helping to recruit new volunteers
- Providing support for new and existing volunteers
- Communicating with and providing feedback to volunteers
- Identifying strengths, skills and experiences that can be used in volunteering
- Matching the 'right' volunteer to the appropriate role
- Promoting the benefits of volunteering
- Raising the profile of volunteers within your organisation and community
- Promoting informal and formal recognition of volunteers
- Thanking volunteers personally
- Organising/signposting volunteers to relevant training/workshops etc
- Forming external partnerships eg with Volunteer Centres
- Acting as volunteers' representative at committee and other meetings

There should also, however, be a shared responsibility for recruitment, reward, recognition and retention within the organisation, group, branch, show or event.

What qualities does an effective volunteer co-ordinator need?

- Good with people
- Friendly
- Good communicator
- Sociable
- Able to provide support when needed
- Able to offer encouragement and motivation

What are the benefits of being a volunteer co-ordinator?

- Helping to support the long term future of your organisation, group, branch, show or event
- Playing a major role in developing support for your discipline
- Helping to raise the profile of volunteering within and outside the discipline
- Becoming involved in the bigger picture eg Volunteers Week
- The chance to meet and work with new people
- The chance to meet and support well-known riders/drivers/vaulters etc
- Making a real difference to equestrianism!

National volunteer events and initiatives

- National Volunteers Week – Annually, first week of June
- Make A Difference Day (MADD) – 3rd weekend in October, annually
- Liaising with Volunteer Centres
- Liaising with County Sports Partnerships (CSPs)