***NOTE:  This Role Description has been provided as a guide only.  Please edit as necessary to reflect the requirements of your Club.  Please delete this message prior to circulating this document.***

**Position Description: Volunteer Coordinator for [Karting Club Name]**

**Role:** The Volunteer Coordinator will oversee and bolster the Karting Club's volunteer workforce, ensuring efficient organisation, recognition, and operation of all volunteer-based activities related to Kart Racing and Recreational Karting.

**Responsible to**: The [President] of [Karting Club Name].

**Desired Skills:**

* Leadership skills with a proficiency in directing and inspiring teams.
* Effective communication skills, especially relevant to the karting context.
* Good interpersonal skills suitable for a diverse group of volunteers.
* An enthusiastic and positive approach, with a genuine passion for karting and volunteering.
* Organised mindset with a flair for multitasking.
* Ability to foster and maintain productive working relationships within the Karting environment.
* Familiarity with the vision, purpose, and values of Karting Australia, the State Karting Association, and the affiliated Club.

**Key Roles & Responsibilities:**

* Adhere to the mission, vision, values, and priorities of Karting Australia, the State Karting Association, and the Club.
* Lead and streamline the recruitment of new volunteers, ensuring alignment with the Club’s karting activities.
* Strive to ensure there is an optimal number of volunteers for varied roles including race coordination, officials, event organisation, and support functions.
* Manage the reimbursement of any approved expenses for volunteers.
* Champion and promote the invaluable efforts of volunteers throughout the racing season.
* Provide regular updates and reports to the Club’s committee.
* Prioritise discussions and strategies about volunteer management in committee meetings.
* Recognise and appreciate each volunteer's dedication and contributions.
* Handle nominations for relevant volunteer awards, including Club accolades honors.
* Develop/use appropriate job descriptions for every volunteer task.
* Identify and implement training for volunteers, to develop the skills needed for their roles.
* Oversee the volunteers directly or designate suitable supervisors.
* Discover and enact innovative ways to recognise and reward volunteers.
* Engage in consistent communication with committee members, ensuring transparency and coordination.
* Conduct necessary screening processes for volunteers, such as Working With Children (WWC) checks and reference evaluations.
* Develop and maintain a register of volunteers, keeping records current.
* Monitor volunteer retention, address any drop-offs, and formulate succession strategies when necessary.

By adopting this role, the Volunteer Coordinator commits to upholding the excellence of [Karting Club Name] and fostering a vibrant community of dedicated volunteers.