



NPSC Non-Executive Committee – Volunteers and Inclusion Manager

Reports To:	Executive Committee
Job Inductor:	Bruce Watson
Purpose of Role:	The Volunteers Co-ordinator is responsible for the human resource planning and recognition of NPSC volunteers, and can also help us to remain an inclusive Club.
Key Tasks and Responsibilities:	<ul style="list-style-type: none"> ▪ Work with the Managers of Fundraising, Social Events and Rostering to assess the human resource needs for the club for fundraising and social events (eg Bunnings BBQ, Presentation Day/Night). ▪ Help to source and apply for such <i>volunteer</i> grants as government and other bodies make available from time to time. ▪ Recommend volunteers to roles that suit them and help to maintain an inclusive club by involving a range of cultural and ethnic groups in NPSC where possible. ▪ Organise some orientation and induction for volunteers ▪ Maintain records of volunteer work and hours and ensure all volunteers are recognised for their efforts ▪ Ensure that volunteers are reimbursed for their approved out-of-pocket expenses
Experience and / or Qualifications:	None required
Desirable Personal Qualities:	<ul style="list-style-type: none"> • Can communicate effectively and has good interpersonal skills • Is positive, enthusiastic and energetic • Is well organised.
Timing:	
Approx hours per week	0.5-1
Frequency of work	Committee meetings from time to time, AGM, special events and fundraising events 3 – 5 times a season.
Length of commitment	One year elected at AGM