



Volunteer Coordinator Position Description

Overview

The Marlins Volunteer Coordinator is responsible for tracking volunteer commitments as established by the Board of Directors, responding to questions from Marlins' families and providing families and the Board of Directors with periodic updates on commitment status.

Responsibilities

- Drafting a description of volunteer commitments for posting on the Marlins website and for inclusion in club communication
- Working with the Social Committee Chair and Meet Manager, and others if needed, to identify volunteer opportunities for non-sanctioned events.
- Working with Secretary to post volunteer opportunities online on Sign Up
- Creating and regularly updating a volunteer commitment tracking spreadsheet
- Touching base with families who have lower than expected volunteer hours to provide opportunity for everyone to fulfill their commitment
- Managing volunteer commitment deposit cheques, returning to families upon completion of volunteer commitment

Term: 1 year