



Position Details

Position Title	Volunteer Coordinator
Reporting To	Memberships Director

Position Overview

The position plays a pivotal role in the coordination of volunteers to help run members activities.

This position is responsible for strategic oversight of member services in compliance with the standards and procedures set out by SLSWA and SLSA.

Responsibilities

Develop and implement training programs to equip volunteers with necessary skills and knowledge (Kitchen/Bar induction, etc).

Schedule and allocate volunteers based on club needs, ensuring coverage for events, and support roles.

Recognise and reward volunteer contributions through appreciation initiatives and events (Recognition event coordination, volunteer of the week/month coordination).

Maintain volunteer records, including training, certifications (RSA), and compliance with Surf Life Saving Australia (SLSA) requirements and WWC compliance.

Facilitate communication between volunteers and club leadership to ensure engagement and clarity of roles.

Skills and Experience

This role will suit a person with strong leadership qualities and good organizational and communication skills.

They should also be familiar with activities across all operational areas.

Position Description Approval

Name	Signature	Date
President		___/___/___