

CAMPBELL RIVER YOUTH SOCCER ASSOCIATION ROLES AND RESPONSIBILITIES



Position: Director of Volunteers

Purpose: The Director of Volunteers ensures CRYSA maintains sufficient numbers of qualified volunteers to meet the needs of the club and its programs.

Duties and Responsibilities

- Researching and writing volunteer policies and procedures, including risk assessments.
- Liaise with the Administrator, Board of Directors, Executive and Technical Director to assess the volunteer requirements for CRYSA.
- Generate appropriate volunteer opportunities and role descriptions.
- Promote volunteering (internally and externally) through recruitment and publicity strategies and campaigns.
- Organize volunteer interviews ensuring they are appropriately matched for a position.
- Organize inductions and training ensuring there is appropriate support to ensure proper accreditation, development, integrity and retention of volunteers.
- Monitor, support, motivate and credit volunteers for their work.
- Raise awareness and recognize the valued role and function of volunteers by nominating volunteers for awards and organizing celebration events.
- Offering advice and information to volunteers and external organizations through face-to-face, telephone and email contact.
- Attend scheduled CRYSA Board of Director meetings.
- Manage all elements of volunteering including keeping up to date with legislation and policy related to volunteering, and overseeing proper accreditation and risk management of volunteers (Criminal Record Check).

Knowledge and Skills

- Have a basic understanding of CRYSA's constitution and operations.
- Effective communication skills.
- Ability to provide direction to others.
- Ability to establish and manage execution of plans.
- Attention to detail and ability to use sound judgment.
- Ability to manage and lead meetings.

Commitment

Generally 6 hours per month with additional time during pre-season period.

The Campbell River Youth Soccer Association is a non-profit, community-based organization run by volunteers, whose mission is to make soccer accessible, affordable, and fun to children of all age and competition levels.

December 7, 2015