

## Role Description – Club Ambassador



**fife athletic club**

[www.fifeac.org](http://www.fifeac.org)



### **Club Ambassador (Volunteer & Recruitment Officer)**

As the Club Ambassador, you're responsible for recruiting club volunteers, arranging training for them and making sure they are engaged enough to be retained by the club. It's a vital role in any club or club network. You must understand that volunteers join the club for many different reasons, so you must make the sport as appealing as possible.

#### Ideally, you'll need to be:

- Approachable
- Well organised
- Communicative
- Enthusiastic
- UK Athletics CRB checked

#### What you will do:

- Work out what roles need filled in the club each year, bearing in mind special events as well as the week by week running of the club
- Prepare a welcome pack for new volunteers introducing them to your club and the sport
- Work with local organisations such as voluntary services, volunteer centres, local councils, colleges and schools to recruit "new blood"
- Put people in roles that suit their skills and interest wherever possible
- Link with the club welfare officer to ensure that all CRB and Safeguarding requirements are met by volunteers in contact with young people and vulnerable adults
- Train volunteers, and give them support, guidance and encouragement
- Recognise and reward success, nominating volunteers for club, local and national awards
- Create a succession plan so that you have a pool of talented volunteer ready to step up or provide cover for key roles – possibly mentoring or buddying function for key roles
- Think about sharing roles for busy people
- Share good practice with club volunteer coordinators in neighbouring clubs

#### How much time will it take?

This role in most cases will take about 1 to 2 hours per week, mainly evenings.

#### What you'll get out of it:

This is a very social role. You'll provide an important service to the club and community, and for a small investment of time you'll get to meet lots of people from many backgrounds. Doing something distinctive and worthwhile like this is attractive to potential employers, and the organisational and communication skills are transferable to any walk of life.

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**JOB TITLE:** Club Ambassador  
**RESPONSIBLE TO:** The Club Management Committee

**SKILLS REQUIRED:**

- approachable
- well organised
- communicative
- enthusiastic

#### MAIN DUTIES:

- 1) Supervise/oversee all club volunteers
- 2) Ensure that opportunities for feedback and training are provided
- 3) Act as the main contact for all volunteers and maintain a contact list of all volunteers
- 4) Liaise with the President to ensure that all tasks required to run the club efficiently are carried out
- 5) Ensure that each task has been assigned to a volunteer
- 6) Ensure that each volunteer understands their job and their role within the organisation
- 7) Get to know all club volunteers and potential volunteers by name
- 8) Motivate volunteers through recognition and feedback
- 9) Co-ordinate the “volunteer of the year” award
- 10) Co-ordinate the implementation of the volunteer recruitment plan
- 11) Annually monitor and evaluate the plan for effectiveness, and report back to the committee

#### SIGNATURES:

**Club Ambassador:**

Signed .....Date .....

**President:**

Signed .....Date .....