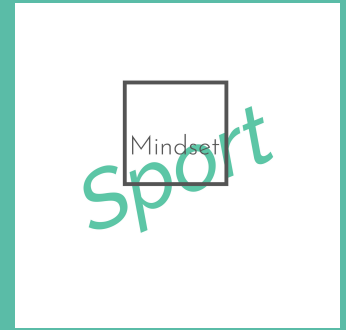


Volunteer and + Player Coordinator



Volunteer and Player Coordinator - Events and Tournaments

As the Volunteer and Player Coordinator for Events and Tournaments, you will play a vital role in organising and coordinating the participation of volunteers and players in our charity's events and tournaments. Your primary responsibility will be to ensure the smooth operation of all activities by recruiting, scheduling, and managing volunteers and players effectively. Here's what you'll be doing:

Essential Job Functions

Volunteer Recruitment: Actively recruit volunteers and players to assist with various tasks related to event setup, registration, player coordination, hospitality, and cleanup. Utilise online platforms, social media, and community outreach to attract a diverse pool of volunteers.

Player Coordination: Manage player registrations, including team registrations, individual sign-ups, and any associated paperwork. Communicate with players to provide event details, schedules, and any other relevant information.

Schedule Management: Develop and maintain schedules for volunteers and players, ensuring adequate coverage for all event activities and roles. Coordinate with team captains, coaches, and event organizers to accommodate player availability and preferences.

Communication and Feedback: Maintain open and transparent communication with volunteers, players, and event organizers throughout the planning and execution process. Gather feedback from participants to identify areas for improvement and implement changes as needed.

Logistics Support & On-Site Coordination: where possible assist with event logistics, including setup, signage, equipment distribution, and transportation coordination. Ensure that all necessary supplies and resources are available and properly managed throughout the event. Assign tasks, provide guidance and support, and address any issues or concerns that arise. Serve as the primary point of contact for volunteers, players, and event staff.

Experience

- Strong organizational and multitasking skills.
- Excellent communication and interpersonal abilities.

- Experience in volunteer coordination or event management.
- Ability to work well under pressure and adapt to changing circumstances.
- Passion for the charity's mission and commitment to creating positive experiences for volunteers and players.
- Flexibility to work evenings and weekends as needed during events and tournaments.

Compensation and Benefits

- Opportunity to play a pivotal role in organizing events and tournaments that support a meaningful cause.
- Gain valuable experience in volunteer coordination, event planning, and logistics management.
- Work alongside a dedicated team of volunteers who share your passion for making a difference.
- Enhance your leadership and communication skills in a dynamic and rewarding volunteer role.
- Flexible scheduling and the chance to contribute your talents and expertise to impactful initiatives.
- Join us in coordinating volunteers and players for events and tournaments that promote community engagement, sportsmanship, and charitable giving. Together, we can create memorable experiences and make a positive impact in the lives of participants and beneficiaries.

Working Conditions

We anticipate that this role will require about 8-10 hours (working from home) a month plus any events you would like to attend.