



Cumann Lúthchleas Gael
CUMANN CHLUAIN DAIMH
Clonduff Gaelic Athletic Club
Affiliated since 1887



Clonduff Volunteer Recruitment Officer

The Recruitment of appropriate volunteers In Clonduff GAA Club is ultimately the responsibility of the Club Chairperson, assisted by other Senior Officers, Coaching Officer and Safeguarding Officer.

ROLE DESCRIPTION

The Club Volunteer Officer plays a key role in making sure a strong volunteering culture exists within Clonduff GAA Club. Their focus is on ensuring that everyone who volunteers at the club feels valued, developed and supported and has the confidence and knowledge to undertake their roles to the best of their ability. The Club Volunteer Officer will also lead on the recruitment of volunteers for new and existing roles within the club.

REPORTS / ACCOUNTABLE TO

Clonduff Executive Committee

RESPONSIBILITIES

- Assess the personnel needs of the club on an annual basis; taking into account regular duties as well as special events
- Develop a recruitment plan that identifies all possible recruiting sources
- Recruit volunteers and, where possible, place them in roles that suit their background, skills or wishes
- Organise initial induction and, where possible, ongoing training
- Keep club volunteers informed of all club activities and events
- Ensure individual volunteers are given appropriate support and guidance to maintain their enthusiasm
- Ensure appropriate recognition of volunteers, including nomination for recognition awards
- Ensure a policy of open recruitment is implemented when advertising for, and appointing, volunteers

SKILLS REQUIRED

- Have good communication skills
- Ability to delegate tasks
- Have good organisational skills

KNOWLEDGE

- Understand the nature of volunteering and what motivates people to volunteer
- Have a good understanding of the club volunteer roles and the ability to empathise with their needs

OTHER REQUIREMENTS

- Have time to do the job
- Have a genuine interest in the Association
- Be of good standing in the community

Person in Role of Clonduff Volunteer Recruitment Officer 2023: Ross Carr

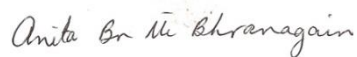
Ross Carr was elected Chairperson and therefore Volunteer Recruitment Officer on 30th November 2022. He undertook to, and did complete, Ulster GAA / County Officer Training for his various roles as Chairperson of Clonduff GAA Club.

Signed (Cathaoirleach)



Date: 31/03/2023

Signed (Rúnaí)



Date: 31/03/2023