



Volunteer Role Description

New Quay Community
Hub @ The Memorial Hall

Title	Activity Coordinator
Responsible to	Development Officer
Base	New Quay Memorial Hall

What is an Activity Coordinator?

An Activity Coordinator is responsible for managing a club or activity. This includes managing the club finances, supervising other volunteers, organising resource needed and planning activities.

What's in it for you:

- Join a friendly team who are passionate about your chosen activity.
- Use your skills and experiences in a constructive and meaningful way.
- Meet new people and become a known and respected member of your community.
- Make a difference to your Local Community.
- Help others who may be struggling.
- Be part of our organisation and support us making a difference to people's lives.
- Learn and practice new skills.

What's involved:

- Keep accurate financial records and provide a monthly financial statement to the Hall Treasurer.
- Provide per session feedback forms to the development officer at least monthly.
- Work with the development officer to grow the activity to gain new members and to recruit and train volunteers.
- Work with your volunteers to plan and run your activity.
- Ensure the hall policies on safeguarding, privacy, data protection etc. are all followed.
- Do risk assessments for new activities.
- Ensuring sufficient volunteers are present to carry out the activity safely.

Who is the role suitable for:

Somebody with good organisational skills and a good team leader.

Time Commitment

As required to complete the role. Usually this is between two and three hours per week including attending the activity and planning at home.

Contacts

Volunteer Coordinator John Barrett, 07949 426609, john.barrett@nqch.org.uk

First Aid John Barrett

Safeguarding John Barrett

Training

All volunteers are offered an induction to include a tour of the building, information on safety procedures and information about our charity. This can be arranged with the development officer at a mutually convenient time, even outside your normal volunteering hours.

First aid training is advised for all activity coordinators. For some activities, we may require safeguarding, food safety or other courses. These will be identified and planned for in your induction.

Support

Volunteers will receive ongoing support from the volunteer coordinator by way of one-to-one meetings, news bulletins, telephone, email and text support, ongoing and updated training, and other support. The frequency of these will be determined by the time commitment of the volunteer and their individual needs.

Resources

When possible, the development officer will assist in identifying and procuring resources and funding for an activity.

Expenses

Pre-approved out of pocket expenses are re-imbursed at the committee's discretion.

The do's, and don'ts of volunteering with New Quay Memorial Hall

- Do let us know if you need support to carry out your volunteering role.
- Do ensure you are clear on the expectations of your role.
- Do keep in touch with your Volunteering Co-ordinator.
- Do ensure you have a safe volunteering environment whether you are volunteering from home or in the office.
- Don't be afraid to raise concerns and problems. An open honest discussion can often clear the air and sort things out. If you cannot talk to anyone else, please talk to the Volunteer coordinator or a trustee.

Role description created

01/02/2024