

These jobs are not all to be done by Volunteer Director – it is a list of responsibilities that can be delegated, assigned to Manager, eliminated with board approval

Volunteer Director

Recruitment

- maintain a list of volunteer jobs to be done and recruitment file - when members fill out recruitment form, the info is entered into a file for future reference

Training Opportunities

-Monitor and initiate training for board members, staff, volunteers
-monitor coaching training that is provided by CCY
-review policies regarding coaching certification and ski school instructor certification

Volunteer Database

- maintain computer database to track volunteers
- obtain lists of volunteers from event and program organizers and from club office
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Volunteer Recognition

- Initiate and organize volunteer reception or alternate form of recognition
- Determine most effective ways to recognize volunteers

Volunteer Awards

- Ensure that Sport Yukon active member awards are selected each year
- Sport Yukon major awards – nominations to CCY
- City of Whitehorse Volunteer of the Year nomination sent to city each year in March
- Initiate and/or monitor club nominations to Sport Yukon Hall of Fame

Executive Duties

- attend monthly meetings – approximately 7pm to 9:30pm, Annual General Meeting, Annual Planning Meeting
- liaise with executive regarding scheduling, promotion, and recruiting volunteers
- coordinate activities with Club Manager