

Volunteer Co-ordinator

Responsible to:	<ul style="list-style-type: none"> • Committee • Membership
Overview:	Responsible for planning and organising the volunteer program and maintaining the database records
Responsibilities:	<ul style="list-style-type: none"> • Actively seek volunteers for activities such as housekeeping & gardening as well as for special events such as luncheons and shows • Maintain volunteer database within UMAS • Keep a record of volunteers & their hours in UMAS • Allocate volunteers as needed • Liaise with Events Manager and any sub-committees to determine volunteers needed • Provide monthly reports (even if 'nil') to and attend U3A Knox Committee meetings regularly • Understand U3A Constitution, Code of Conduct, policies. • Act in accordance with U3A Constitution and Code of Conduct, and purpose at all times • Work in cooperation with fellow members of the Committee
Works With:	Housekeeping team Gardening team