



## **Ottawa Rowing Club Volunteer Coordinator**

Ottawa Rowing Club (ORC)

Effective Date: March 14th, 2024

Position Type: Volunteer

### **Purpose:**

The Ottawa Rowing Club is seeking a dedicated Volunteer Coordinator to play a crucial role in fostering community involvement and ensuring the effective management of volunteer contributions to the club. The Volunteer Coordinator will be instrumental in coordinating volunteer activities, tracking volunteer hours, and facilitating the community involvement program to support ORC operations and enhance the club's vibrant and supportive community.

### **Key Responsibilities:**

**Volunteer Recruitment and Engagement:** Identify volunteer needs across the club and recruit volunteers for various tasks, ensuring a diverse and inclusive volunteer base.

**Scheduling and Coordination:** Organize and manage the volunteer schedule, ensuring all programs and events have adequate volunteer support. Coordinate with ORC Head Coach, Assistant Coach, and Administrator for volunteer task approval and assignment.

**Tracking and Documentation:** Oversee the tracking of volunteer hours through the Volunteer Tracking Google Form, ensuring accurate and timely submission of tasks. Validate volunteer hours on a bi-weekly basis and communicate with ORC Administration for processing refunds or credits.

**Communication:** Act as the primary point of contact for volunteers, providing them with necessary information, support, and recognition. Regularly communicate opportunities, requirements, and updates through emails and the signup portal.

**Policy and Procedure Development:** Work closely with ORC Administration and relevant committees to develop and update volunteer policies and procedures, establish sign up and tracking tools for task tracking.

**Dispute Resolution:** Handle any disputes regarding volunteer hours or refunds in collaboration with the ORC Administrator, ensuring fair and equitable treatment of all members.

**Reporting:** Prepare and submit reports on volunteer participation, impact, and feedback to the ORC board and relevant committees, aiding in strategic planning and policy review.

### **Qualifications:**

- Strong organizational and leadership skills.
- Excellent communication and interpersonal abilities.
- Ability to work independently and as part of a team.
- Willingness to learn and adapt as the role progresses.
- Experience in volunteer coordination or management is preferred.
- Knowledge of rowing club operations and community involvement practices is an asset.
- Commitment to the values and goals of the Ottawa Rowing Club.
- Ability to communicate in English & French (an asset)
- minimum 18 years of age

### **Commitment:**

The Volunteer Coordinator role requires a flexible commitment, including some weekends and evenings as needed to support club activities and events. This position will work closely with the ORC Administration and report to the ORC Board.

### **Benefits:**

- Contributing to the growth and success of the Ottawa Rowing Club.
- Building valuable management and leadership skills.
- Being part of a vibrant community and making a significant impact on the club's operations.
- Fulfillment of volunteer hour requirements as per the ORC Community Involvement Policy.

### **How to Apply:**

If you are interested in the opportunity to be considered to join our team, please submit your letter of application and your resume by March 10th, 2024, to:

Club Admin Email - [rowing@ottawarowingclub.com](mailto:rowing@ottawarowingclub.com)

Join us in making a difference at the ORC and in the broader rowing community!