



# Young Rugby Union Football Club Inc.

ABN 32 158 095 763  
PO BOX 330, YOUNG NSW 2594

## POSITION DESCRIPTION 2015 YOUNG RUGBY CLUB COMMITTEE

### CLUBHOUSE & VOLUNTEER COORDINATOR

As the Volunteer Coordinator, you're responsible for recruiting a team of volunteers, training them and making sure they're engaged enough to want to stick around. You'll report to the Main Committee; it's a vital role in any rugby club. You'll set the tone and cultivate that convivial atmosphere for which rugby is so famous. Running the bar and providing sustenance whilst being profitable gives the club much needed funds for its upkeep and equipment. You'll give your many customers an enjoyable visit so they want to come back.

#### Ideally, you'll need to be:

- A good listener who's easy to approach
- Confident and good at communicating
- Well-organised and happy to delegate
- Enthusiastic and motivating
- An experienced bar manager with RSA
- Good at estimating crowds and ordering food
- Financially responsible

#### What you'll do:

You'll liaise with others in the club to...

- Work out who's needed each year, bearing in mind special events as well as the week in week out running of the club
- Plan where you're going to find volunteers, making sure your advertising and appointment is as open as possible
- Put people in roles that suit their skills wherever possible
- Welcome volunteers to the club and help them get their bearings
- Train volunteers, and give them support, guidance and encouragement
- Recognise and reward success, nominating volunteers for club awards
- Create a succession plan so that you have a pool of talent ready to step up or provide cover for key roles
- Obtain and renew relevant licenses and permits and ensure compliance with all conditions
- Organise staff, product selection, stock control, security, monitoring of prices/sales, signing-in of visitors, control of takings
- Organise beverages (and snacks) for all matches, events, commercial activities and social occasions
- Make sure the bar is clean and complies with Health & Safety regulations

#### How much time it will take up:

Around 2-3 hours a week for coordinating volunteers.

Around 6 hours a week for managing the bar

#### What you'll get out of it:

This is a very social role. You'll provide an important service to the club and community, and for a small investment of time you'll get to meet all kinds of people. Doing something distinctive and worthwhile like this is attractive to potential employers, and the organisational and communication skills are transferable to any walk of life. Given the importance of the bar in the social life of the club, you're central to fostering the right atmosphere and spirit. Doing it successfully will be both rewarding and fun.