

# **U3A BROADBEACH INC. POSITION DESCRIPTION - VOLUNTEER COODINATOR**

The Volunteer Manager/Coordinator will be responsible for :

- Ascertaining the needs for help of Office Holders.
- Creating a training programme to enable volunteers to assist Committee Members perform their duties.
- Applying this training personally or organise for it to be provided by suitably experienced members.
- Meeting with volunteers.
- Matching volunteers to tasks required.