

CNWB – Volunteer Coordinator

Job Description

Coordinate volunteers as needed for Evaluations at the beginning of the season and all other events as requested by Executive Team. Work with the various team managers to make sure their roles are clear and inform them on the volunteering requirements on the team level. Collect volunteer deposit cheques and cash volunteer cheques as required for failure to fulfill volunteer requirements.

Duties

- Recruit volunteers for evaluations and other CNWB events
- Provide supplies for Evaluations (i.e. sharpies, signs, tables, cash box for cheques)
- Collect volunteer cheques at Evaluations
- After teams are established, work with Team Managers to make sure that the volunteer opportunities on the team level are clear.
- Ensure volunteers have all information needed to do their job
- At the end of season, check with Coaches and Executive to see if volunteers have met their obligations and recommend which volunteer cheques should be cashed
- Attend all CNWB Executive meetings
- All emailed communication with teams is to be done through the Executive Secretary
- Report to VP of Logistics