

## Volunteer Coordinator

### Description

The purpose of this role is to ensure that all Coaches and Assistant Coaches provide AMBA with a Vulnerable Sector Check. This role also tracks which Coaches and Assistant Coaches have completed the Coach training as well as Safe Sport training.

### Duties

- Collaborate with the Jr NBA Coordinator, Mini House Coordinator and Travel Coordinator (VP) for their list of Coaches and Assistant Coaches so emails can be sent to them containing information on Vulnerable Sector Checks and training.
- Vulnerable Sector Checks are good with AMBA for 3 years.
- The Coaching course is mandatory and needs to be completed every 2 years. Registration is completed on CMBA's website. Coaches and Assistant Coaches will need to create their own accounts on the CMBA website. The Coaching course is free. This role has the option of attending the coaching course to take attendance or have CMBA email over attendance sheets.
- Safe Sport training is currently only strongly recommended but may become mandatory as well. This is free and online only. The link for Safe Sport training is <https://safesport.coach.ca/participants-training>
- Once Coaches and Assistant Coaches have emailed in a picture of their checks these are uploaded to "Box" these will need to be checked every season to check for expiry as Coaches and Assistant Coaches tend to stay on for multiple seasons. Coaches and Assistant Coaches do NOT need to hand these in every season so please keep track of them. They should only need to send them every 3 years. It is the Volunteer Coordinator's responsibility to keep them.
- Each season make sure that the volunteer letter for the checks is updated as the season's year will need to be changed at the beginning of each season.
- Coaches and Assistant Coaches can NOT be on the court without a check so please follow up with those who are not sending them in.
- As teams are being created by the coordinators this role must send the Equipment Coordinator a list of which families who would like to volunteer as equipment helpers. This list will be included in the master list provided by the Registrar. Email over list. Just because a parent asked for this role does NOT mean they will get it as only a certain number of volunteers are needed. The Equipment Coordinator will contact these families and delegate their volunteer roles. The Equipment Coordinator will track their volunteers time and let you know who has fulfilled their duty.
- Once teams have Coaches and Assistant Coaches and are formed. You will need to work with teams and parents to fill Team Manager roles. When families register they will choose the volunteer role they would like to have. Use this list provided by the Registrar and email parents on the teams who have asked for this role. Sometimes no one has chosen it and will email you requesting this position. That is ok too! You can also work with coaches to talk to parents at practice so someone will volunteer.
- For any volunteers who are required to have a check completed but do NOT have a child or relative registered with AMBA will be required to fill out the volunteer application from the website and their references will need to be contacted.
- Once teams are formed Team Managers for all divisions (except JR NBA) are required to send updates as to who their team score keepers are and who was chosen to be a gym monitor. It is ideal to have 1-2 gym monitors per team and 3-4 scorekeepers.
- Scorekeepers are required to volunteer a minimum of 3 times each. It is the Team Manager's role to update you throughout the season with a list of who volunteered for each week.
- As the season ends I like to touch base with team managers about families that I have no volunteer time for. This role's duty is to track who has completed their volunteer requirement. Families who have NOT done so

will have their volunteer deposits cashed. Please make a list of who these families are and email it to the Registrar.

- Every two years a questionnaire will need to be filled out about our volunteer policy to maintain our VSPN number. This number is on our volunteer letter and it is what allows our Vulnerable Sector checks to be free for our volunteers.

### **Preferred Qualifications**

- Have some computer experience. We use One Note, Box, Excel or Google Sheets.
- Have good communication skills.
- Be able to attend monthly meetings.