

# CAMPBELL RIVER YOUTH SOCCER ASSOCIATION ROLES AND RESPONSIBILITIES



**Position:** Director of Volunteers

**Purpose:** The Director of Volunteers ensures CRYSA maintains sufficient numbers of qualified volunteers to meet the needs of the club and its programs.

## **Duties and Responsibilities**

- Researching and writing volunteer policies and procedures, including risk assessments for volunteer activities.
- Liaise with the Administrator, Board of Directors, Executive and Technical Director to assess the volunteer requirements for CRYSA.
- Be pro-active in identifying volunteer opportunities.
- Promote volunteering (internally and externally) through recruitment and publicity strategies and campaigns.
- Organize volunteers ensuring they are appropriately matched for the position.
- Organize inductions and training ensuring there is appropriate support to ensure proper accreditation, development, integrity and retention of volunteers.
- Monitor, support, motivate and credit volunteers for their work.
- Raise awareness and recognize the valued role and function of volunteers by nominating volunteers for awards and organizing celebration events.
- Offering advice and information to volunteers and external organizations through face-to-face, telephone and email contact.
- Attend scheduled CRYSA Board of Director meetings.
- Manage all elements of volunteering including keeping up to date with legislation and policy related to volunteering, and overseeing proper accreditation and risk management of volunteers (Criminal Record Check).
- If there is a conflict involving the Director the problem will be referred to the Executive of CRYSA. The Director will abide by the decision of the Executive.

## **Knowledge and Skills**

- Have a basic understanding of CRYSA's constitution and operations.
- Effective communication skills.
- Ability to provide direction to others.
- Ability to establish and manage execution of plans.
- Attention to detail and ability to use sound judgment.
- Ability to manage and lead meetings.

## **Commitment**

Generally 2 to 6 hours per month with additional time during pre-season period.

The Campbell River Youth Soccer Association is a non-profit, community-based organization run by volunteers, whose mission is to make soccer accessible, affordable, and fun to children of all age and competition levels.

June 15, 2020