



ELEVATE
YOUR GAME

Volunteer Recruitment Ad Hoc Committee

The role of the Volunteer Recruitment Committee member is to assist in recruiting, training and recognizing EKVC volunteers. The Committee member also develops volunteer committee position descriptions to help grow EKVC's committees by recruiting the right candidates for the right positions. The Committee serves in an advisory capacity to the Board and/or operations staff.

Job description:

- To ensure potential volunteers complete an on-line application and provide list to the Board of Directors
- Assist Directors and/or Committee Chairs in recruiting volunteers for their committees
- Assist with creating Volunteer Position Descriptions with the Director and/or Committee Chair. A clearly defined role will help to find the best candidate for the position.
- Assist the Director and/or Committee Chair with interviews, utilizing standard volunteer interview questions.
- Assist the Director and/or Committee Chair in providing training and/or orientation to the Committee they have signed on for.
- Ensure the Director and/or Committee chair have the volunteer sign a statement of confidentiality and provide any other information required for the position.
- Collect volunteer hours, analyze, and provide recommendations as needed.
- Create a volunteer recognition Policy and Procedures document.
- Ensure all volunteers are recognized according to EKVC's Policy and Procedures.

Time commitment: approximately 3-4 hours per month during the indoor season and 2-3 hours per month during the outdoor season

Work with a Board Director who will chair the committee and report to the Board. The chair (director) will provide clear divisions of labour and role definitions as well as assign action items as needed.

Roles of the Ad hoc Committee Members (Volunteers) shall include:

- i. Each Member shall, on a rotating basis, take on the role of Recorder and, as such, will take notes at the meeting, either electronically or in hard copy and will distribute these notes to all Committee members within three business days.
- ii. Committee members will take on tasks, as identified/approved by Chair and in the work plan, and will act on behalf of EKVC to carry out those tasks,



ELEVATE
YOUR GAME

- iii. Committee members will attend an orientation such that they are aware of the scope of their role and the limitations of their activities i.e. committing EKVC to unapproved expenses and/or use of resources.
- iv. Members will come to meetings prepared to report on work/tasks.

As a volunteer for EKVC, you will be providing youth with an opportunity to help develop their skills in the sport of volleyball within the East Kootenays. If you are passionate about sport and are committed to advancing and promoting volleyball within the community, you'll be gaining new skills and work experience while sharing your gift of contribution and service for others.