

Stroud Pride Committee

“Volunteer Coordinator”

Job description & Key responsibilities

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STROUD
PRIDE

Job Title:

Volunteer Coordinator

Role Type:

Full committee member

About Stroud Pride Committee:

Stroud Pride Committee is a group of friendly, creative, and enthusiastic volunteers from the local LGBTQ+ community. Our mission is to celebrate Stroud's acceptance of its LGBTQ+ community through events like the Stroud Pride Picnic and to work towards a more inclusive and supportive society.

Job Description:

The Volunteer Coordinator will lead the recruitment, organisation, and management of volunteers for Stroud Pride events and activities. This role involves ensuring that all volunteer roles are filled, volunteers are well-prepared, and their efforts are effectively coordinated.

Key Responsibilities:

- Recruit, interview, and select volunteers for various roles within Stroud Pride events and activities.
- Develop and implement a volunteer training programme to prepare volunteers for their responsibilities.
- Create and maintain a database of volunteers, including their availability and skill sets.
- Coordinate volunteer schedules and assignments to ensure all roles are adequately staffed.
- Provide ongoing support and guidance to volunteers, addressing any issues or concerns that arise.
- Organise volunteer recognition and appreciation events to acknowledge their contributions.
- Collaborate with other committee members to identify volunteer needs and ensure effective utilisation of volunteer resources.

Limits and scope of the role:

- The Volunteer Coordinator must act in accordance with the Stroud Pride constitution and committee guidelines.
- The role involves managing volunteer-related tasks and does not extend to other committee functions unless specified.
- Ensure all volunteer activities are strictly related to Stroud Pride events and operations.

Qualifications:

- Strong organisational and planning skills.
- Excellent communication and interpersonal abilities.
- Experience in volunteer management or recruitment.
- Ability to manage multiple tasks and meet deadlines.
- Understanding of the mission and values of Stroud Pride Committee.
- Ability to work collaboratively within a team and independently.