1



**Volunteer Position Description**: **Volunteer Director**

The Volunteer Director promotes and coordinates the use of volunteers throughout the Club, and facilitates the recruiting, training and recognition of all volunteers in the Club.

**Some of what you’ll get to do:**

Continue to build and maintain a database of interested current and potential volunteer resources.

• Liaise with the BTC Director of Volunteer Programs

• Ensure that all volunteers are provided with the Volunteer Orientation Booklet and a copy of their position description

• Recruit new volunteers for the various vacancies in the Club

• Contact all new volunteer applicants and place them appropriately

• Provide Trail Director with additional information on new volunteers as per interview document • Conduct regular volunteer recognition events in conjunction with other Club Directors • Encourage other Club Directors to appreciate and support their volunteers

• Attend and contribute to meetings as necessary and appropriate

• Contact and schedule volunteers for special projects and events when necessary • Prepare reports on Volunteer status for Board Meetings and the AGM

• Maintain a Volunteer Database, either on paper or in a database and providing regular updates to the BTC Director of Volunteer programs

• Advise BTC of any volunteers over or approaching 80 years of age as per Insurance requirements • Annually in October, initiate and manage a Succession Planning Questionnaire to all Board Executives and Team Leaders in order to start planning for next fiscal year’s requirement for recruitment to fill any vacancies

• Participate on the Board Nominating Committee

• Other duties as requested by Club Board and the BTC Volunteer Director

**It is helpful to have:**

• Desire to work with people

• Good Communication skills

• Computer skills