



VOLUNTEER MANAGER

DUTY STATEMENT

Purpose

Coordinate the recruitment, support, recognition and retention of volunteers to ensure Port Stephens Yacht Club maintains a strong and sustainable volunteer culture.

Primary Responsibilities

- Recruit and welcome new volunteers across all areas of Club operations.
- Maintain a register of volunteers, their skills, qualifications and areas of interest.
- Coordinate volunteer rosters in consultation with Directors and Management Roles.
- Match volunteers with opportunities that align with their experience and interests.
- Assist with volunteer induction and familiarisation with Club procedures.
- Promote a positive and rewarding volunteer culture.
- Develop initiatives recognising volunteer contribution and encouraging long-term involvement.
- Assist with succession planning by identifying future volunteer leaders.
- Support volunteers participating in maintenance, racing, hospitality, administration and community events.
- Monitor volunteer participation and report emerging needs or opportunities to the Board.

Key Relationships

Works closely with all Directors, Management Roles and volunteers.