Volunteer Coordinator

Role Purpose:
To recruit, support, and retain volunteers to ensure the club runs smoothly and inclusively.

Key Responsibilities:

- Coordinate volunteer rosters and schedules.
- Welcome and onboard new volunteers.
- Maintain a register of volunteers and their skills/interests.
- Recognise and celebrate volunteer contributions.
- Liaise with coordinators to identify and fill volunteer needs.

Time Commitment:
2–3 hours per week, more during major events.

Preferred Skills & Experience:

- Friendly and approachable communication style.
- Organised and good at time management.
- Previous experience with volunteers or HR a bonus.

What We Offer:

- Access to volunteer management training.
- Ongoing support from the committee.
- Opportunities to develop leadership skills.

Sub-Committee Coordinator

Role Purpose:
To support and guide sub-committees in achieving their goals and ensuring alignment with club objectives.

Key Responsibilities:

- Support creation and oversight of sub-committees.
- Be the go-to person between sub-committees and the main committee.
- Ensure accountability and communication flow.
- Help track progress and troubleshoot issues.

Time Commitment:
1–2 hours per week, varies with active sub-committees.

Preferred Skills & Experience:

- Leadership or coordination experience.
- Confident communicator and team motivator.
- Strategic thinker with good problem-solving skills.

What We Offer:

- Governance and leadership support.
- Templates and processes for managing meetings and reports.

Marketing and Communication Coordinator

Role Purpose:
To promote the club's activities, programs, and community presence through effective marketing and communications.

Key Responsibilities:

- Manage social media accounts and content creation.
- Write newsletters, event updates, and promo material.
- Support visibility and engagement across all platforms.
- Work with other coordinators to share important info.

Time Commitment:
2–3 hours per week.

Preferred Skills & Experience:

- Social media know-how (Facebook, Instagram, Canva).
- Creative writing or content creation experience.
- Basic graphic design skills are helpful.

What We Offer:

- Free access to Canva Pro (club account).
- Marketing templates and training.
- Real-world experience for your portfolio.

Social Activities Coordinator

Role Purpose:
To create a fun and inclusive club environment through social events and activities.

Key Responsibilities:

- Plan and run social events for gym families and members.
- Help promote activities and encourage participation.
- Collaborate with fundraising and marketing teams.
- Gather feedback and improve future activities.

Time Commitment:
1–2 hours per week, plus event planning time as needed.

Preferred Skills & Experience:

- Event planning or hospitality background.
- Creativity and good people skills.
- Comfortable working in a team.

What We Offer:

- Templates and support for planning events.
- Free event management mentoring if desired.
- Positive environment to try new ideas.

Grants & Sponsorship Coordinator

Role Purpose:
To secure funding and partnerships that help the club grow and thrive.

Key Responsibilities:

- Identify and apply for relevant grants.
- Create sponsorship proposals and build local partnerships.
- Maintain a database of applications and sponsors.
- Ensure follow-up and reporting requirements are met.

Time Commitment:
2–3 hours per week, flexible based on grant cycles.

Preferred Skills & Experience:

- Good written communication.
- Familiarity with grant writing or business proposals.
- Comfortable with basic budgeting or finance.

What We Offer:

- Templates for grant and sponsorship applications.
- Access to past successful submissions.
- Support from the Treasurer and President.

Fundraising Coordinator

Role Purpose:
To coordinate fundraising initiatives that help the club raise funds for equipment, upgrades, and member support.

Key Responsibilities:

- Plan and oversee fundraising campaigns and events.
- Work with volunteers and other coordinators.
- Keep track of funds raised and expenses.
- Report on fundraising goals and outcomes.

Time Commitment:
2–4 hours per week depending on event schedule.

Preferred Skills & Experience:

- Event organisation or sales experience.
- Motivated and great at rallying community support.
- Comfortable handling money and basic planning.

What We Offer:

- Templates and past examples of fundraisers.
- Support from committee and volunteers.
- All necessary equipment and materials provided.

Building Maintenance Coordinator

Role Purpose:
To ensure the club facilities and equipment are safe, clean, and maintained.

Key Responsibilities:

- Identify and carry out general maintenance tasks.
- Organise working bees or tradespeople.
- Perform regular safety checks.
- Maintain maintenance log and schedule.

Time Commitment:
1–2 hours per week, varies depending on tasks.

Preferred Skills & Experience:

- Handy with basic tools and minor repairs.
- Experience in property maintenance or building trades helpful.
- Eye for safety and detail.

What We Offer:

- Support with contractor quotes and bookings.
- Reimbursement for tools or materials used.
- Work closely with club manager on improvements.

Treasurer's Assistant

Role Purpose:
To help the Treasurer with financial tasks and record keeping.

Key Responsibilities:

- Support with bank reconciliations and payments.
- Assist with bookkeeping and data entry in QuickBooks.
- Help track fundraising/event income and expenses.
- Assist with preparing reports for meetings.

Time Commitment:
1–2 hours per week.

Preferred Skills & Experience:

- Basic accounting or finance knowledge.
- Familiarity with QuickBooks is a bonus.
- Confidential and accurate with data.

What We Offer:

- On-the-job training.
- Opportunity to learn or grow bookkeeping skills.

Canteen Coordinator

Role Purpose:
To manage the canteen operations for events and activities, ensuring a friendly and efficient service.

Key Responsibilities:

- Order and restock supplies for events.
- Create volunteer rosters for canteen shifts.
- Ensure food safety and cleanliness standards.
- Develop donation register adhering to food safety standards
- Track sales and report profits to Treasurer.

Time Commitment:
2-3 hours per event

Preferred Skills & Experience:

- Hospitality, retail or food handling experience helpful.
- Organised and reliable.
- Enjoys working in a social environment.

What We Offer:

- Free food safety training (online).
- Great way to meet club families and contribute.

Strategic Development Coordinator

Volunteer Role – Works alongside the Club Manager

Role Purpose:
To support the long-term growth and sustainability of the club by assisting the Club Manager in strategic planning, identifying development opportunities, and driving key initiatives.

Key Responsibilities:

- Work with the Club Manager to implement strategic plans and projects.
- Research and assess growth opportunities (e.g. new programs, facility upgrades).
- Help with risk management planning and policy development.
- Support with grant applications and long-term budgeting needs.
- Coordinate member surveys and collect feedback to inform future planning.

Time Commitment:
2–3 hours per week (flexible), with increased involvement during strategic planning periods or major projects.

Preferred Skills & Experience:

- Strong strategic thinking and planning ability.
- Background in business, sports management, community development or similar.
- Good communication and collaboration skills.
- Comfortable with data analysis and reporting.

What We Offer:

- Mentoring and collaboration with the Club Manager and Technical Consultant.
- Training in club governance, planning tools, and systems.
- Opportunities to make a lasting impact on the club's future direction.

Admin, Technology & Website Coordinator

Role Purpose:
To manage and streamline the club's digital administration systems, ensuring that communication tools, website, and tech platforms run smoothly and are kept up to date.

Key Responsibilities:

- Maintain and update the club website with current news, schedules, and policies.
- Monitor and manage club email accounts and folders (Google Workspace or similar).
- Support committee and coaches with IT questions and digital tools.
- Identify ways to improve administrative efficiency through tech.

Time Commitment:
1-2 hours per week.

Preferred Skills & Experience:

- Experience with website platforms (Wix).
- Familiar with Google Workspace and/or Microsoft Office.
- Tech-savvy and detail-oriented.
- Organised with good problem-solving skills.

What We Offer:

- Training on current platforms used by the club.
- Opportunity to implement digital improvements and systems.
- Real-world experience in website and system admin in a supportive environment.