



Role of Volunteer Recruitment Officer

The Volunteer Recruitment Officer of Clonduff GAA Club shall have the remit to:

- Assess the personnel needs of the club on an annual basis; taking into account regular duties as well as special events
- Develop a recruitment plan that identifies all possible recruiting sources
- Understand the nature of volunteering and what motivates people to volunteer
- Recruit volunteers and, where possible, place them in roles that suit their background, skills or wishes
- Organise initial induction and, where possible, ongoing training
- Keep club volunteers informed of all club activities and events
- Ensure individual volunteers are given appropriate support and guidance to maintain their enthusiasm
- Ensure appropriate recognition of volunteers, including nomination for recognition awards
- Ensure a policy of open recruitment is implemented when advertising for, and appointing, volunteers.

Padraig Matthews was appointed as the Club VOLUNTEER RECRUITMENT OFFICER on 5th March 2018 – As Chairman he will not undergo a six-week probationary period.

Padraig Matthews received training for this role through Ulster GAA on Saturday 13th January 2018 in Banbridge College.

Person in role (Volunteer Recruitment Officer):

Signed:

Date: 05/03/2018

Club Secretary:

Signed:

Date: 05/03/2018