



Wolverines Hockey Club Board Position Description



Position:	Director of Volunteers
This role reports to:	- Secretary & Executive Board
Who reports to this role?	- No official reports
Purpose of the role:	<ul style="list-style-type: none">- Voting board member position- Work with other WHC Board members to achieve association strategies and goals- Provide leadership and guidance with regards to all volunteer's positions and roles within the Wolverines Hockey Association- Develop, manage and facilitate a Volunteer Bond for WHC- Promote a volunteer culture within WHC- When necessary, create and manage a group of volunteers to execute volunteer programs and initiatives for WHC- Promote WHC programs- Attend monthly WHC Board meeting- Primary point of contact for Association regarding volunteering- Other duties as assigned by the Board
Key Accountabilities:	<ul style="list-style-type: none">- Engaged and present member of voting board- Implementation of a Volunteer Program and Bond for WHC- Track and organize volunteer bond cheques working with finance of WHC- Develop method of tracking and encourage volunteering within WHC- Develop a Volunteer Policy/Guidelines book for WHC- Create new volunteer opportunities available to membership- Develop and manage volunteer footprint and messaging on WHC website- Source of knowledge and expertise for team level volunteer programs- Manage all Association level volunteer opportunities (ie Fill your freezer, etc.)
Competencies:	<ul style="list-style-type: none">- Strong communication skills- Organized and ability to prioritize tasks- Strong attention to detail, problem solving- Familiarity with board structure and requirements- Positive, Team player
Qualifications, Skills & Experience:	<ul style="list-style-type: none">- Leadership and ability to motivate people- Understanding of boards' legislation and regulations- Ability to inspire people to action through their influence- Strong communications & customer service skills- Writing proficiency and organization- Passion for the game and being involved- Computer Proficiency
Date Updated:	May 2024