



# Jervois Football Club

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## VOLUNTEER MANAGEMENT POLICY

### INTRODUCTION

The Jervois Football Club relies heavily on the unpaid work of volunteers and values their contribution highly.

### PURPOSE

This policy is intended to ensure that volunteers working at the Jervois Football Club have work that is safe, significant, fulfilling, and appreciated.

### POLICY

All volunteers shall be treated with respect and gratitude for their contribution. Volunteers shall carry out duties assigned by the management of the Jervois Football Club.

### RESPONSIBILITIES

It is the responsibility of the President of the Jervois Football Club to appoint a Volunteer Coordinator.

The Volunteer Coordinator shall be responsible for organising the recruitment, training, and supervision of volunteers.

The Volunteer Coordinator shall report to the President.

The Volunteer Coordinator may assign supervisors to volunteers and shall monitor the work of the supervisor.

The appointed supervisor shall ensure that each volunteer is trained and capable of fulfilling their functions adequately.

The President shall report to the Committee regularly on the Jervois Football Club volunteer program.

## **PROCEDURES**

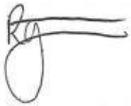
### **INDUCTION**

All volunteers shall be offered appropriate information and training to discharge their functions, and successful completion of this training shall be a condition of carrying out these functions.

### **SUPERVISION**

All volunteers shall receive appropriate supervision in the exercise of their functions.

#### **Authorised By**

A handwritten signature in black ink, appearing to read 'RJ', with a horizontal line extending to the right.

Jervois Football Club President

Russell Jarvis

21/04/2020