

# VOLUNTEER COMMUNITY MANAGER

## DESCRIPTION

[Judo NSW](#) is a not-for-profit sporting organisation run mainly by volunteers with participants (known as Judoka) from 55+ clubs state wide. Judo NSW is the State Sporting Organisation governing the sport of Judo in NSW and is supported by the Australian Sports Commission and NSW Department of Sport & Recreation.

The role of Volunteer Community Manager will be to identify, recruit, train, evaluate, maintain and communicate with Judo NSW's Volunteer network. The role will be one day a week, working out of Sports House in Homebush on a three month trial basis with the possibility of working remotely if you prove successful in this role.

Some examples of the different people that you will be interacting and engaging with include:

- interns
- individual and group volunteers
- referees
- coaches
- various Judo NSW committees
- specialist requests (for example a Japanese Cultural Liaison)

Some examples of the tasks required in this role would include:

1. Formalising of new volunteer processes:

- Identifying Talent, recruiting and onboarding volunteers from various networks and sources to meet KPI's

- Creation and management of pipelines of Volunteers for various needs of Judo NSW

- Tracking of volunteers, and records skills, performance, availability and scheduling through through an online data management system

2. Liaison between Committees, Management and the Board

- Liaises with Committee, Management and Board to develop comprehensive volunteer needs assessment for Judo NSW Operations

- Liaises with Committee, Management and Board to develop Volunteer Training and Development

- Liaises with Committees, Management and Board to develop a system of volunteer benefits and recognition program

3. Volunteer Community Management and Coordination

- Proactive Communication and interaction with Volunteers

- Communication around Volunteers Goals and Progressions across various roles/positions

- Embed good practice in Volunteer coordination, training, motivation, recruitment, and safeguarding

The Volunteer Community Manager will also oversee Volunteer Committee Community Engagement.

## SKILLS SOUGHT

Details of special skills and experience needed:

- Knowledge of methods related to the conduct of volunteer programs for non-profit organisations.
- Excellent communication skills;

- Strong interpersonal skills and the ability to deal with a diverse range of people
- Outstanding organisational and time management skills
- Demonstrated ability to communicate, motivate, lead and relate effectively to a wide variety of individuals;

The candidate must have:

- Working with Children Check
- A positive attitude, excellent communication and ability to take ownership

The following are highly desirable:

- Tertiary experience in a Sports Management, Administration or Human Resources role
- Demonstrated Management and Team Leadership experience
- Volunteer Recruitment and Management Experience

## **HOW TO APPLY**

If you are interested in this position, please send your resume with a covering letter outlining your relevant experience to Felipe at: [felipegrez79@gmail.com](mailto:felipegrez79@gmail.com)