

Volunteer Coordinator Responsibilities P&P

Maintain Records

- Volunteer details and contact numbers
- Blue Card details
- Registers:
 - Boat Licenses
 - Crane Operators Certificates
 - Key Holders
 - First Aid Certificates
- Accident/Incident Reports
- Carer group contact numbers
- School contact numbers

Prepare

- Rosters
- Registration forms
- New volunteer packs
- Accident/Incident Report forms

Liaise

- Liaise with schools/groups re bookings operating times etc.