



Islington U3A

Job Description

Head of Volunteers

Rev 01

Purpose:	The purpose of the Head of Volunteers position is to generate and coordinate general volunteer support from within iU3A.
Core duties:	Try to increase the level of iU3A members volunteering for anything to do with iU3A.
	Look for opportunities where iU3A volunteers can help with iU3A activities.
	To organise the Volunteers group to provide a 'Meet & Greet' function for new members at Monthly Meetings and other iU3A Events
	For new 'Meeters and Greeters' make them at ease in the role. That entails getting to know and support the volunteers in whatever they are doing.
	Organise the odd volunteer social event to consolidate and celebrate the volunteer role.
	Make all Volunteers comfortable in any activity so they then are prepared to take on more, another task. So the stress is on active ongoing recruitment.
	Report to EC meetings occasionally.
Other possible activities:	As agreed with the Executive Committee from time to time.
Skills and experience required:	Generally a proactive approach to organisational matters.
Role Exclusions:	As agreed with the Executive Committee from time to time.
Approx time Commitment:	Varies but on average 2 hour a week
Accountable To:	The iU3A Executive Committee



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Agreed role responsibilities will be depending on person's capabilities and competencies.



THE UNIVERSITY OF THE THIRD AGE