



# Job Description: Volunteer Coordinator

## Board of Directors:

President: Marsy Chisholm  
Vice President: Robert Soileau  
Chief Financial Officer: Donna Chisholm  
Director: Mike Parisciani  
Director: Kevin Heard  
Director: Chad Johnson  
Secretary: Stephanie Evans

## Adult Advisors:

	<b><u>Voting Member</u></b>	<b><u>Non-Voting Member (backup)</u></b>
Captains Committee:		Stephanie Evans (Voting Member)
Finance Assistant:	Cassie Ferguson	Donna Chisholm (Voting Member)
Fundraising Committee:	Haileigh Ferguson	
Points Advisor:	Amanda Lassabe	
Public Relations/Social Media:	Katie Brown	
Rules and Safety Advisor:	Robert Soileau	Chad Johnson (Voting Member)
Sponsorship Committee:		
Tournament and Event Coordinator:		
Tournament Committee:	Nolan Michel	
Webmaster:		Stephanie Evans (Voting Member)
Weigh-In Master:	Braxton Chisholm	

## General Description:

The Volunteer Coordinator is responsible for the recruitment, coordination, and support of volunteers to meet the needs of the organization. This role involves identifying volunteer opportunities, matching volunteers to suitable roles, providing training and guidance, and fostering a positive and productive volunteer environment.

## Volunteer Responsibilities:

- Identify and develop volunteer roles based on the organization's needs and goals.
- Actively recruit volunteers through various channels, such as outreach, online platforms, and community partnerships.
- Provide necessary training and resources to ensure volunteers are well-prepared for their tasks.
- Assess volunteer skills, interests, and availability to match them with appropriate roles.
- Maintain a database or system for tracking volunteer profiles and skills.
- Develop and implement a volunteer recognition program to acknowledge and celebrate volunteer contributions.
- Show appreciation for volunteers through awards, events, or other forms of recognition.
- Keep detailed records of volunteer hours, activities, and impact.
- Generate reports on volunteer program metrics for organizational evaluation and reporting.

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Osceola Anglers, High School Fishing Club, Inc.  
4075 Canoe Creek Road  
St. Cloud, FL 34772



# Job Description: Volunteer Coordinator

## Timeline:

- August
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- September
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- October
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- November
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- December
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- January
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- February
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- March
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- April
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- May
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- June
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- July
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## Experiences:

- Strong communication, interpersonal, and organizational skills.
- Empathy, patience, and the ability to motivate and inspire volunteers.