

Volunteer Role Description

Job Title:	Team Development Coordinator	Reports To:	RFL Chair/Staff Partner
Work Unit:	Relay For Life	Location:	Variable
Agreed Day(s):	Variable	Agreed Hours(s):	4 – 6 hours per week (variable depending upon time to event)

Description of Role:

Member of the RFL Leadership Team. Without teams there is no Relay. This role is of vital importance to the committee. This role's primary responsibility is to set up a sub committee/manage other committee members with the goal to map the community, analyse teams from the last event, set goals for the coming year, recruit teams from identified sectors, mentor once recruited and retain for the following year.

Main tasks and responsibilities:

- Read the Team Development Guidebook
- Recruit a Team Recruitment Coordinator and a Team Retention/Mentoring Coordinator
- Attend Committee meetings
- Promote to all Committee members that recruitment is a responsibility of all
- Undertake with Chair and Committee the Recruitment Wheel to identify segments of the community with potential for growth
- Undertake with Chair sphere of influence tool with all Committee members to identify those that might have contacts within certain communities
- Set goals with Recruitment Coordinator, Event Chair and staff partner for overall team number targets
- Create the strategy to recruit the desired number of teams
- Recruit Teams
- Promote communication between the Team Recruitment and Team Retention/Mentoring committees, facilitate a meeting between both parties to identify communication methods
- Ensure that the online tool is promoted to the entire committee
- Work with the Relay Chair on the Event Launch
- Oversee with the Event Chair/Retention Coordinator the Team Captain Information nights
- Ensure that the local Cancer Council office has written to all past Team Captains/participants a minimum of 3 months out from your event date
- Get regular lists from your Staff Partner of teams that have registered to pass to your Retention and Mentoring Coordinator for action
- Develop communication plan to your Team Captains and Participants
- Motivate Committees and recognise their efforts
- Assist each of your Sub Committee/Committee Members as required
- Participate in Event Planning sessions as required
- Recruit Survivors.

Useful Skills:

- Excellent written and verbal communication skills
- Outgoing, friendly and strong public speaking and presentation skills

- Experience facilitating and organising meetings, workshops, forums etc
- Good editing skills
- Highly organised, ability to roster and organise volunteer teams
- Experience in planning and organising events

Benefits of the Role:

- Opportunity to work with Cancer Council Tasmania in its mission – to defeat cancer
- Outstanding opportunity to engage with all areas of your local community
- Opportunity to work within a community organisation and to work with other volunteers.
- Opportunity to learn and develop new skills
- Further growth opportunities exist within volunteer arena

AGREEMENT

I, _____ agree to accept the position of _____

Signature:		Date:	
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Reviewer and date:	Alicia van Ek, State Manager RFL, June 2024
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Date Filled:		Name of Volunteer :	
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