

Volunteer Role Description

Job Title:	Team Recruitment Coordinator	Reports To:	Team Development Coordinator or RFL Chair if one doesn't exist on Committee
Work Unit:	Relay For Life	Location and extension:	
Agreed Day(s):	Variable	Agreed Hours(s):	1-3 hours per week (variable depending upon time to event)

Description of Role:

Without teams there is no Relay. This role is of vital importance to the Committee. Working with the Team Development Coordinator your goal is to map your community for potential teams and recruit from those identified areas. The Team Recruitment Coordinator should be well known to the community and has the ability to motivate people to become involved in the mission of Cancer Council by registering teams in the Relay.

Main tasks and responsibilities:

- Read the Team Recruitment Guidebook
- Familiarise yourself with the work of Cancer Council
- Participate in Team Recruitment Wheel and Sphere of Influence exercises
- Recruit volunteers for the "Team Development Sub-Committee" to assist with Team Recruitment
- Support all those involved in Team Recruitment and recognise their efforts and achievements
- Ensure that the Committee's recruitment goals are attained
- Arrange communication channels between the "Team Recruitment" and "Team Retention" groups within your Team Development Sub Committee at the outset to ensure they will be operating in a complementary fashion throughout the process
- Liaise with the "Survivor Sub-Committee" to ensure survivors are encouraged to be part of a team
- Work with the Sub-Committee to complete the following:

A. Complete 'Sphere of Influence' tool, to identify your personal contacts

B. Use the "Recruitment Wheel" tool to identify the categories of all local groups and organisations to be targeted

C. Develop a "Recruitment Plan" based on "who knows who" outlining recruitment goals and the allocation of duties and responsibilities to the various members (see later section on Progress Reporting)

D. Develop a "Presentation Protocol" to be used by all those involved in Relay presentations to encourage team registration

An example of a Presentation Protocol has been included as Appendix 1 to this Guidebook.

The Protocol should set out the main points to cover and include appropriate tools such as video clips, power-point presentations, Cancer Council and Relay literature and brochures, and possibly survivor presentations and stories

- Make presentations to groups and organisations to encourage team registration
- Work to achieve team recruitment goals as agreed by your committee
- Ensure that the online tool is promoted as an easy method of registration
- Assist each of your subcommittee/committee members as required
- Build enthusiasm about recruiting teams across the entire committee

- Participate in the Relay launch event
- Participate in event planning sessions as required
- Recruit Survivors.

Useful Skills:

- Excellent written and verbal communication skills
- Outgoing, friendly with good public speaking and presentation skills
- Good writing/editing skills
- Highly organised, ability to roster and organise volunteer teams.

Benefits of the Role:

- Opportunity to work with Cancer Council Tasmania to achieve 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		
Date Filled:		Name of Volunteer :	