

# Volunteer Recruitment Drive



Inter Kenmare FC recently carried out a review of the club and as a result a Strategic Plan “Football for Everyone” the next chapter in the story of the club was launched, for the first time it sets down the ambition and vision that we hold for Inter Kenmare FC and it sets out in a structured way by way of specific objectives how we see that ambition being achieved.

We want to create a club that everyone will be proud to call their own and where each member will be afforded the opportunity to achieve success at their given level, in addition we want to deliver a new all-weather facility which will benefit all members and become a hub of activity for the community.

To achieve these aims we need to have the human and financial resources that will support our development and it is to this end that we are asking for your help.

**Inter Kenmare FC are looking for volunteers, on and off the pitch, to assist with the day to day running of the club. Volunteers play an essential and pivotal role in successful clubs and are the backbone of our club.**

There are many benefits to being a volunteer in a Club: social contact with like-minded people; feeling pride at a Clubs growth; an opportunity to coach future stars; being able to pass on skills and knowledge of the game. We have many players, parents and supporters with a diverse range of backgrounds, interests, skills and experiences that can help us to make Inter Kenmare FC a fantastic club.

## Why volunteer?

- to give something back
- to take on a new challenge
- to gain a new skill
- to make new friends
- to get some work experience
- to get involved in your local community

There are a number of roles where we need your support. The role description, time commitment and skills required are detailed in the table below. If you can help out, or would like further information please get in touch by emailing us at [interkenmare2020@gmail.com](mailto:interkenmare2020@gmail.com) . If there is another area of the club that you wish to get involved, don't hesitate to contact us at the same address.

| <b>Role</b>                             | <b>Main Duties</b>  | <b>Time</b>         | <b>Experience</b>  |
|---|---|---------------------|--|
| Club Secretary                          | Taking minutes of meetings. Managing correspondence.  | 1 - 2 hrs / week    | No experience required. Full training will be provided.  |
| Fixtures Secretary                      | Liaise with club managers, league, club office and other clubs to ensure the smooth running of fixtures.                            | 2-3 hrs / week      | Organizational Skills – A working knowledge of soccer leagues beneficial but not necessary, Full training will be provided |
| Coaches / Helpers                       | Coaches needed for Academy / boys / girls / football for all.   | 2 hrs / week        | No experience required. Club will provide access to FAI Coaching Courses.  |
| Fundraising/Social Committee Volunteers | Develop and deliver an annual events calendar, managing the club lotto, merchandising club gear, ground advertisement & sponsorship | One year commitment | Enthusiastic, energetic and willing to muck in!  |
| Communications Officer(s)               | Establish and deliver a communications strategy, and develop digital sponsorship opportunities.                                     | 1 - 2 hrs / week    | Experience in marketing / sales beneficial.  |
| Social Media Administrator              | Promote club on social media e.g. matches, events, club news on Facebook, Twitter, Instagram, etc.                                  | 1 - 2 hrs / week    | Social Media experience beneficial but training will be provided.  |
| PRO                                     | Produce press release for local paper, Kenmare News, club website and social media.   | 1 - 2 hrs / week    | An interest in writing/journalism beneficial. No experience required. Full training will be provided.                      |
| Website Administrator                   | Updating and managing our website, adding articles, photos, match reports and other club information to the website.                | 1 - 2 hrs / week    | Website experience an advantage  |

| <b>Role</b>             | <b>Main Duties</b>   | <b>Time</b>  | <b>Experience</b>   |
|-------------------------|--|--|---|
| Graphic Designer        | Design posters / material to promote club events working in conjunction with our Communications /Marketing team.         | 1 - 2 hrs / week                                   | Volunteers should have an interest in and some skills in design and will need to have access to their own software.   |
| Volunteer Co-Ordinator  | Retention, training, organisation, recruitment and welfare of volunteers in the club. Recognition & reward of volunteers | 1 - 2 hrs / week                                   | Well organised with good communication skills. A background in education / managing people / HR beneficial but not necessary  |
| Health & Safety Officer | Assist the with the developing, implementation and maintenance of safety arrangements                                    | 1 - 2 hrs / fortnight                              | Good communication and advisory skills and proficient administration skills. A working knowledge of H&S matters beneficial but not necessary as expertise accessed when needed. |
| Grounds & Facilities    | Assist in the management and upkeep of the clubhouse, playing pitches, car park, entrance, boundary area.                | As little as an hour a week – often project based. | Enthusiastic, energetic and willing to muck in!   |
| Finance Committee       | Liaise with the treasurer on all matters of finance and assist ensuring that a robust financial system is in place.      | 1 - 2 hrs / fortnight – may be project based       | A background in business / finance an advantage but not essential, training will be given.  |