

# (HR) Manager Management



Amsterdam warriors wishes to be a future-proof association. Where young and old feel at home and can participate in all activities of the association in a safe sports climate. Everyone should be able to participate in the association. Through sport, we hope to teach the youth skills that will help them for the rest of their lives. Our mission is:

“Sport as a springboard to offer opportunities for Amsterdam Southeast.”

## **What are we looking for?**

The Volunteer Coordinator will be responsible for recruiting and managing volunteers for all activities and events organized by Amsterdam Warriors. The Volunteer Coordinator is a person with excellent organizational skills who knows how to motivate people, allocate tasks, and communicate with people from different social and cultural backgrounds, and age groups. Preferably, the Volunteer Coordinator has experience setting up events and working with kids.

## **Activities**

- \* Product: Source and recruit volunteers, make a schedule for all volunteers, assign responsibilities to the correct people, train adequately new volunteers. Point of contact for external stakeholders such as Schools, Local and National Educational and Sports Institutions.
- \* Personnel: Provide performance reviews to volunteers, promote successful volunteers, maintain good satisfaction rates among volunteers, maintain good engagement rates of successful volunteers.
- \* Promotion: Contact person to external stakeholders so that all association activities can take place.

## **Skills**

- \* Experience in recruiting.
- \* Administrative and organizational skills.
- \* Communication and leadership skills.
- \* Experience in event organization and managing personnel.
- \* Pro-active.
- \* Must support the Warriors' mission, vision, and strategy.

## **Hours**

- \* Plus, minus 20 in the peak periods (Aug/Sept + Dec/Jan/Feb + Apr/May)

## **Compensation**

In consultation.

## **Interested?**

We look forward to meeting you and your profile. If you share your CV and motivation, we Will make sure to reply as soon as possible but no longer than one week.

Questions? No Problem, you can reach us on +31 6 11210422 or email: [info@amsterdamwarriors.com](mailto:info@amsterdamwarriors.com)