

Volunteer Coordinator: Job Description



The Manjimup Trail Bike Hub is Australia's first dedicated trail hub for trail bike riders. It brings together mapped riding routes, the Hub Centre in Manjimup and local businesses to create a high-quality visitor experience and support the regional economy.

In 2017 the Shire of Manjimup undertook a feasibility study to develop and position Manjimup as a Trail Bike Hub. The study found that there is a significant market for trail bike trails and that Manjimup is well positioned to become a Hub for trail bike riding. The study was adopted by the Council of the Shire of Manjimup.

In January 2019, the Manjimup Trail Bike Hub Inc. was established to support the Manjimup Trail Bike Hub to become the region's main destination for trail bike riding.

The geographic scope for the Hub is the Shire of Manjimup, including Manjimup, Pemberton, Northcliffe and Quininnup. The activity has been broadly defined as off-road capable, road registered motorcycles (adventure bikes and trail bikes), with future stages to potentially include all-terrain vehicles (ATVs) or quad bikes and recreational off-road vehicles (ROV) or side-by-sides. Four-wheel drive vehicles (4WD) and road-only motorcycles are not included in the scope.

Vision of the Manjimup Trail Bike Hub

The Hub position of **Adventure, Discovery and Exploration** is aligned with eco-tourism and is the recommended position for the Manjimup Trail Bike Trails Hub. '**Trail bike adventure tourism**' is the initial market positioning and product offering.

Manjimup is a place where trail bike riders feel welcomed and have a high-quality trails experience exploring the forest. It is a favourite regular destination for Western Australian riders and a 'must-do' experience for riders outside the state.

Volunteers will be essential to the Hub's community-led operating model. They will support the Hub Centre, visitor services, route inspection and maintenance, events, marketing and other activities.

Full details about the Manjimup Trail Bike Hub are available from www.mtbh.com.au



Volunteer Coordinator Position details

Employment: Casual position.

Hours: Up to 20 hours per week. Hours are flexible and will be arranged around operational needs. Some availability may be required for occasional weekend activities or events.

Location: Based at the Manjimup Trail Bike Hub Centre, 51 Mottram Street, Manjimup. The position is expected to work from the Hub Centre, with some local travel where required.

Reports to: Manjimup Trail Bike Hub Association Committee. Will work with Steve & Valerie Pretzel the Project Consultants.

Term: The position is confirmed until the end of 2026. Continuation until the end of the 2026/27 financial year is likely, subject to funding.

Remuneration: Hourly rate to be determined based on the experience and skillsets of the successful candidate.

Purpose of the role

The Volunteer Coordinator is responsible for overseeing all Volunteer activities including recruiting, coordinating, supporting and retaining the volunteers needed to operate the Hub safely, consistently and sustainably. This is a critical role and provides a clear point of contact for volunteers, developing the Volunteer Management Plan into practical systems, rosters and day-to-day support.

Key responsibilities

- Recruit volunteers through local networks, community groups, riding groups, service clubs, advertising, social media and the Hub's website.
- Develop and maintain clear volunteer role descriptions, information packs and recruitment material.
- Match volunteers to suitable roles, considering their interests, availability, skills, experience and any required licences, training or checks.
- Coordinate induction and onboarding, including required forms, policies, safety information, task boundaries and reporting arrangements.
- Maintain volunteer availability and rosters for staffing the Hub Centre, events and other activities, with clear supervision and handover arrangements.
- Identify and arrange practical, role-specific training, and ensure volunteers only undertake tasks they are trained and authorised to perform.
- Maintain regular communication with volunteers, respond to questions or concerns and help resolve issues early.
- Build a positive volunteer culture through regular support, recognition activities and opportunities for volunteers to contribute and develop.



- Maintain accurate records of volunteer hours, contacts, roles, induction, training, insurance status, attendance and hours contributed.
- Coordinate Hub Centre volunteers so agreed operating hours and visitor services are reliably supported.
- Implement the Volunteer Management Plan and provide regular updates to the Committee on volunteer numbers, coverage, priorities, risks and emerging needs.

Skills and experience

- Strong people skills, with the ability to welcome, organise, motivate and support people from different backgrounds.
- Good local knowledge and established connections across communities within the Shire of Manjimup.
- Sound organisational, computer and administrative skills, including rostering, record keeping and follow-up.
- Clear verbal and written communication skills and confidence dealing with volunteers, community groups and the public.
- Comfort using email, shared files, spreadsheets and simple online systems.
- Ability to work independently, use initiative, manage competing priorities and report reliably to a volunteer Committee.
- Experience coordinating volunteers, staff, community programs, events, sporting clubs or similar activities would be an advantage.

What we are looking for

- A practical, self-motivated, dependable person who enjoys working with people and getting things organised.
- A well-connected local who can build trust and encourage people to get involved.
- A calm and respectful approach to managing different personalities, expectations and occasional problems.
- Someone who wants to be part of a great team building something valuable for Manjimup and surrounding communities.
- An understanding of trail bike riding is welcome but is not essential. The right people and organisational skills matter more.

How to apply

- ➔ Visit www.mtbh.com.au for further details about the Manjimup Trail Bike Hub and the Association.
- ➔ Submit your CV to admin@mtbh.com.au no later than Sunday August 16, 2026.