

# Deepings Swimming Club



## **JOB DESCRIPTION - HOME GALA CO-ORDINATOR**

**JOB TITLE:** Home Gala Co-ordinator

**RESPONSIBLE TO:** Management Committee

**SKILLS REQUIRED:**

- Approachable and Good Listener
- Confident and Effective Communicator
- Tactful and Discreet
- Well-organised and able to delegate
- Enthusiastic and a good motivator

**MAIN DUTIES**

- 1) Act as the main contact for all volunteers (including White and Back Room staff) for all home galas.
- 2) Get to know all club volunteers and potential volunteers by name.
- 3) Liaise with the Volunteer Coordinator and ensure that all jobs have a job description.
- 4) Supervise and oversee all volunteers working for all home galas.
- 5) Liaise with the Volunteer Coordinator and Chairperson to ensure that all tasks required to run home galas efficiently are carried out.
- 6) Liaise with the Volunteer Coordinator to implement the volunteer recruitment plan
- 7) Develop in conjunction with the Volunteer Coordinator and Swim21 Coordinator Volunteer packs and issue to all volunteers.
- 8) Advise the Welfare Officer of all new home gala volunteers and ensure the Criminal Records Bureau paperwork i.e. disclosure application forms are issued to new volunteers.
- 9) Assist in the organisation of Social and Recruitment events for volunteers in collaboration with the Volunteer Coordinator and Social Secretary.
- 10) Liaise closely with the Volunteer Coordinator and Welfare Officer to ensure that each volunteer is aware of ASA Child Protection Policy and Procedures.
- 11) To follow and promote the ASA Child Protection Policy and ASA Code of Ethics.

**Signatures:** Officer \_\_\_\_\_ Date: \_\_\_\_\_

Chairperson \_\_\_\_\_ Date: \_\_\_\_\_